

TABLE OF CONTENTS

MASTER COUNTY EMERGENCY OPERATIONS PLAN

	<u>PAGE</u>
APPROVAL PAGE _____	1
DISTRIBUTION _____	2
RECORD OF CHANGES _____	3
CHANGE SUBMISSION FORM _____	4
 <u>BASIC PLAN</u>	
I. PURPOSE _____	BP1
II. SITUATION AND ASSUMPTIONS _____	BP1
III. CONCEPT OF OPERATIONS _____	BP2
IV. TASK ORGANIZATIONS AND RESPONSIBILITIES _____	BP3
V. DIRECTION AND CONTROL _____	BP9
VI. CONTINUITY OF GOVERNMENT _____	BP10
VII. ADMINISTRATION AND LOGISTICS _____	BP11
VIII. PLAN DEVELOPMENT AND MAINTENANCE _____	BP13
IX. AUTHORITIES AND REFERENCES _____	BP13
Appendix 1 - Incorporation of Federal Response Plan _____	BP15
Appendix 2 – Definitions _____	BP17
Appendix 3 - List of Acronyms _____	BP19
 <u>ANNEXES AND APPENDICES.</u>	
ANNEX A: DIRECTION AND CONTROL _____	A1
Appendix 1 - Emergency Services Organization _____	A9
Tab A - Organization of the EOC Coordination _____	A10
Group	
Tab B - Organization of the EOC Operations _____	A11
Staff	
Tab C – County Commissioner Districts _____	A12
Appendix 2 - Organization Assignment Roster _____	A13
Appendix 3 - EOC Activation Checklist _____	A17

TABLE OF CONTENTS

Appendix 4 - EOC Administration Section _____	A18
Tab A - Situation Report _____	A20
Tab B - EOC Daily Log of Events _____	A21
Tab C - EOC Staffing Roster _____	A22
Tab D - Security Log _____	A23
Tab E - Sample Disaster Declaration _____	A24
 ANNEX B: COMMUNICATIONS _____	 B1
Appendix 1 - Message Log _____	B5
Appendix 2 - Master County, Communications Network _____	B6
Appendix 3 - Operation Secure Information _____	B7
 ANNEX C: WARNING _____	 C1
Appendix 1 - Master Co. Warning Organizational Chart _____	C8
Appendix 2 - Community Warning _____	C9
Appendix 3 - Siren Decision SOP _____	C10
Appendix 4 - Siren Locations Within Master County _____	C11
Tab A - Siren Location(s) Map of Alpha _____	C12
Tab B - Siren Location(s) Map of Big Cabin _____	C13
Tab C - Siren Location(s) Map of Bluejacket _____	C14
Tab D - Siren Location(s) Map of Ketchum _____	C15
Tab E - Siren Location(s) Map of Welch _____	C16
 ANNEX D: EMERGENCY PUBLIC INFORMATION _____	 D1
Appendix 1 - News Media Organizations _____	D4
Appendix 2 - Media Access _____	D6
 ANNEX E: EVACUATION _____	 E1
 ANNEX F: HUMAN RESOURCES _____	 F1
Appendix 1 - Tornado/Severe Weather Shelters _____	F8
Tab A - Master County Shelters _____	F9
Appendix 2 - Oklahoma Volunteer Disaster Response _____	F10
Organizations Communication Chain (VOAD)	
 ANNEX H: HEALTH AND MEDICAL _____	 H1
Appendix 1 - Hospitals/Long-Term Care Facilities _____	H5
/Nursing Homes	
Appendix 2 - Sources of Health and Medical Assistance _____	H7
 ANNEX I: LAW ENFORCEMENT _____	 I1

TABLE OF CONTENTS

Appendix 1 - Temporary Pass _____	I5
Tab A - Sample Disaster Area Passes _____	I6
Appendix 2 - Law Enforcement Resources _____	I7
 ANNEX J: PUBLIC WORKS _____	 J1
 ANNEX K: FIRE AND RESCUE _____	 K1
Appendix 1 - City Fire/Rescue Resources in Master _____ County	 K3
 ANNEX L: DELETED _____	 L1
 ANNEX N: RESOURCE MANAGEMENT _____	 N1
Appendix 1 - Map; Equipment Yard and Staging Area _____ Locations	 N4
Appendix 2 - Potential Staging Areas _____	N5
Appendix 3 - Listing of Portable Restroom/Toilet _____ Resources	 N7
 ANNEX P: DAMAGE ASSESSMENT _____	 P1
Appendix 1 - Damage Assessment for Recovery Operations _____	P5
Tab A - Structural Damage Assessment Form _____ (OEM Form DA-1)	 P9
Tab B - Structural Damage Assessment Summary _____ Worksheet (OEM Form DA-2)	 P11
Tab C - Infrastructure Damage Assessment Form _____ (OEM Form DA-3)	 P12
Tab D - Support Documentation for Business Injury _____ (OEM Form DA-4)	 P13
 ANNEX Q: HAZARDOUS MATERIALS _____	 Q1
Appendix 1 - Hazardous Materials Release Notification _____	Q7
Appendix 2 - Federal/State Telephone List _____	Q8
Appendix 3 - HAZMAT Operations - Typical Layout _____	Q10
Appendix 4 - General Characteristics and Examples of _____ Hazardous Materials	 Q11
Appendix 5 - Transportation Routes of Hazardous _____	Q12
Appendix 6 - Printout of Facilities Filing Tier I _____ or Tier II Reports and Reported as Subject to Planning Under EPCRA	 Q13

TABLE OF CONTENTS

ANNEX R: TERRORISM PREPAREDNESS _____	R1
Appendix 1 - Bomb Threat Checklist _____	R8
Appendix 2 – Critical Facilities/Assets _____	R9
Appendix 3 - School Emergency Standard Operating Instructions _____	R10

APPROVAL PAGE

MASTER COUNTY
EMERGENCY OPERATIONS PLAN

To all Recipients:

Effective Date:

Transmitted herewith is the new integrated Emergency Operations Plan for **Master** County and the cities/towns therein. This plan supersedes any previous emergency management/civil defense plans promulgated by the county for this purpose. It provides a frame-work in which the departments of each city, town, and the county can plan and perform their respective emergency functions during a disaster or national emergency. This plan recognizes the need for ongoing Emergency Management Planning by all jurisdictions of government within **Master** County.

This plan attempts to be all inclusive in combining the four phases of Emergency Management, which are (1) Mitigation: Those activities which eliminate or reduce the probability of disaster; (2) Preparedness: Those activities which government, organizations, and individuals develop to save lives and minimize damage; (3) Response: To prevent loss of lives and property and provide emergency assistance; and (4) Recovery: Short-term and long-term activities which return the community to normal or with improved standards.

This plan is in accordance with existing Federal, State and local statutes. It has been concurred in by the **Master** County Board of County Commissioners and the Oklahoma Department of Emergency Management. It will be revised and updated as required. All recipients are requested to advise the **Master** County Emergency Management Director of any changes which might result in its improvement or increase its usefulness.

APPROVED BY:

TED MOORE – Chairman
Co. Commissioner, District 1

HENRY BERLINE
Co. Commissioner, District 2

JERRY SHAFHEY
Co. Commissioner, District 3

RYLAND ARTHURS
Emergency Management Director
Master County

JACK B. QUICK
State EM Area Coordinator

DISTRIBUTION

MASTER COUNTY

Copies of this Emergency Operations Plan will be distributed as follows:

TO:	NO. OF COPIES
Offices of the County Commissioners	4
Master County Emergency Management Director	1
Director, OK Dept. of Emergency Management	1
Office of the County Sheriff	1
Chairman, Master County L.E.P.C.	1
Office of the DHS County Director	1
Director, ACOG, ATTN: Rural Fire Coordinator	1
Commander, OHP Troop A, Oklahoma City, OK	1
Master County Supervisor, Division IV, ODOT	1
Master County Environmentalist, DEQ	1
Chairman, Master Chapter of the ARC	1
Master County, Department of Health	1
Administrator, Park View Hospital	1
District Conservationist – Assisting Master County Soil Conservation District	1
Each municipal EM Director in the County.	6
Each Mayor or City Manager for an Incorporated Jurisdiction.	
El Reno 1 Piedmont 1 Calumet 1 Union City 1	
Mustang 1 Yukon 1 6	
Warden, El Reno Federal Correctional Facility	<u>1</u>
	TOTAL COPIES: 30

RECORD OF CHANGES

DATE	SUBJECT AREA	CHANGE #	INITIALS

CHANGES

TO: Mr. Leonard Burling
Master County Emergency Management Director
114 W. Main Street
Alpha, Oklahoma 73701

Recommended changes, Corrections, Additions, and Deletions to the Emergency Operations Plan

Any user of this plan is encouraged to recommend changes to this plan that the user feels might enhance or clarify a particular portion of the area being addressed. Suggested changes should be submitted to the County/City Emergency Management Director, at the above address, for coordination, comment, concurrence, and approval. The format of suggested changes should be by Basic Plan or Annex, Section, Paragraph/Subparagraph and page number.

CHANGE:

SHOULD READ:

Submitted by: (Name)

(Date) (Ph. No.)

BASIC PLAN

I. PURPOSE.

A. This plan has been developed to provide a comprehensive (multi-use) emergency management program for **Master** County. It seeks to mitigate the effects of hazards, prepare for measures to be taken which will preserve life and minimize damage, enhance response during emergencies and provide necessary assistance, and establish a recovery system in order to return the county and the cities/towns to their normal state of affairs.

B. This plan attempts to define who does what, when, where, and how, in order to mitigate, prepare for, respond to, and recover from the effects of natural disasters, technological accidents, nuclear incidents and other major incidents/hazards.

II. SITUATION AND ASSUMPTIONS.

A. Situation.

1. **Master** County is located approximately 35 miles northeast of Oklahoma City. The 1990 census of population for **Master** County is 61,507. The largest city and county seat, Alpha, has a 1990 census of population 36,676. **Alpha** is located on state numbered Route 51 and US numbered route 177, approximately 16 miles east of the US Interstate 35 and state numbered route 51. Map mileage is 91 from **Alpha** to Oklahoma City.

2. The county is exposed to many hazards, all of which have the potential for disrupting the community, causing damage, and creating casualties. Potential hazards which may occur in or around the county are, floods, tornadoes, winter storms, civil disorder, earthquakes, dam failure, HAZMAT incident-fixed facility, HAZMAT incident-highway, nuclear incidents, power failure, radiological incident-transportation, subsidence and rural or urban fires.

B. Assumptions.

1. **Master** County and its cities and towns will continue to be exposed to the hazards identified above as well as others which may develop in the future.

2. Government officials will continue to recognize their responsibilities with regard to the public safety and exercise their authority to implement this emergency operations plan in a timely manner when confronted with real or threatened disasters.

3. If properly implemented, this plan will reduce or prevent disaster related losses.

III. CONCEPT OF OPERATIONS.

A. General.

1. It is the responsibility of government to undertake comprehensive management of emergencies in order to protect life and property from the effects of hazardous events.

BASIC PLAN

This plan is based upon the concept that the emergency functions performed by various groups responding to an emergency, will generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases.

2. Within **Master** County, the County Policy Group will contact Local Incorporated City/Town Policy Groups and request response resources, which are not available within county government, in order to manage events that occur in the unincorporated portions of the county. Local government, because of its proximity to these events, has the primary responsibility for emergency management activities. Other levels of government provide resources not available at the local level. When the emergency exceeds local government's capability to respond, assistance from the state government will be requested through the Oklahoma Emergency Operations Center (EOC). The federal government will provide assistance and resources to the state where needed. Federal assistance usually is extended to aid in recovery from major disasters.

3. Day-to-day functions which do not contribute directly to response actions to an emergency may be suspended for the duration of the emergency. The resources and efforts that would normally be required for those functions may be diverted to the accomplishment of emergency tasks by the agency managing the use of those resources.

4. A comprehensive emergency management plan is concerned with all types of hazards which may develop in the community. As shown below, it is more than an operations plan because it accounts for activities before, during, and after the disaster.

B. Phases of Management.

1. Mitigation.

Mitigation activities are those which eliminate or reduce the probability of a disaster occurring. It also includes those long-term actions which lessen the undesirable effects of unavoidable hazards.

2. Preparedness.

Preparedness actions serve to develop the response capabilities needed in the event an emergency should arise. Planning, training and exercises are among the activities conducted under this phase.

3. Response.

Response is the actual providing of emergency services during a crisis. These actions help to reduce casualties and damage, and speed recovery. Response activities include warning, evacuation, rescue, and similar operations.

4. Recovery.

BASIC PLAN

Recovery is both a short-term and long-term process. Short-term operations seek to restore vital services to the community and to provide the basic needs of the public. Long-term recovery focuses on restoring the community to its normal, or improved, state of affairs. Examples of recovery actions include restoration of non-vital government services and reconstruction in damaged areas. The recovery period offers an opportune time to institute mitigation measures, particularly those related to the recent disaster.

IV. TASK ORGANIZATION AND RESPONSIBILITIES.

A. General.

Most of the departments within county government have emergency functions in addition to their normal duties. Consequently, each department is responsible for developing and maintaining its own emergency standing operating procedures to fulfill these responsibilities. Specific responsibilities are outlined under "Task Assignments" and amplified in function specific annexes in this plan.

B. Organization.

1. See Appendix 1, Annex A for Emergency Services Organization.
2. The **Master** County and each city Policy Group is composed of the following:
 - a. **Master** County: The Board of County Commissioners.
 - b. Each City: Mayor and Council members or Trustees.
3. The Emergency Services **Coordination Group** is composed of the following positions as assigned to the officials (coordinators) listed below: (See Appendix 2 to Annex A for names of the officials.)
 - a. **Chief of Operations:** Emergency Management Director appointed by the Policy Group.
 - b. **EOC Staff Coordinator:** Selected by the Emergency Management Director.
 - c. **Law Enforcement Service:** County Sheriff.
 - d. **Fire/Rescue Service:** Fire Chief.
 - e. **Health/Medical Service:** County Chief of Emergency Health Services.
 - f. **Shelter/Mass Care Service:** County American Red Cross Chapter

BASIC PLAN

Executive.

g. **Resources Management Service:** County Emergency Management Director.

h. **County Maintenance/Public Works/Engineering Services:** County Maintenance Foreman.

i. **Independent School District Services** (as required): Superintendent(s) of Schools.

j. **Public Utility Services** (as required): Managers of companies that provide natural gas, electricity and telephone services within the county.

k. **Manpower Services** (as required): To be appointed by the County Emergency Management Director.

4. The **Operations Staff** is composed of the following sections. (See Appendix 2 to Annex A for names of the assigned officials.)

a. **Communications/Message Center Section.**

b. **Damage Assessment Section.**

c. **Public Information Section.**

d. **Warning Section.**

e. **Shelter/Evacuation Section.**

f. **Administration Section.**

g. **Transportation Section.**

Note: In the event one or more of the above listed officials is incapacitated or otherwise unable to function, their assistant/deputy will replace them. See Paragraph V,C,4 of this annex.

5. Emergency Service Coordinators.

Emergency service coordinators are directors of departments within the county/city governments and volunteers with functional expertise required to adequately respond to most emergencies. They are responsible for the operation of their departments and/or coordinating their actions with other departments and volunteer agencies to efficiently apply all available resources to the emergency confronting the city/town.

BASIC PLAN

6. EOC Support and Special Staff.

EOC support and special staff members are volunteers who have skills and training in areas needed to provide a total response to an emergency. They may assist the emergency service coordinators in the accomplishment of their duties, perform functions within the EOC to enhance efficiency, or perform critical tasks outside of the scope of government departments.

C. Task Assignments and Responsibilities.

1. Emergency Management Director is responsible for:

- a. Coordination of all phases of emergency management.
- b. EOC communication capability.
- c. Public information and education.
- d. EOC operation.
- e. Comprehensive emergency management planning.
- f. EOC staff training.
- g. Warning system planning.
- h. Damage assessment planning.

2. County Sheriff/Law Enforcement is responsible for:

- a. Maintaining law and order.
- b. Traffic control.
- c. Access control of restricted areas.
- d. Security of vital facilities.
- e. Operation of the warning system.
- f. Communication system support.
- g. Liaison with other law enforcement agencies.
- h. Search and rescue operation support.

BASIC PLAN

3. Fire Department is responsible for:
 - a. Fire suppression.
 - b. Fire prevention and education.
 - c. Supporting the operation of the warning system.
 - d. Search and rescue operations.
 - e. Hazardous materials decontamination.
 - f. Hazardous materials operations.
 - g. Assisting in damage assessment.
 - h. Communication system support.
4. County Maintenance Department is responsible for:
 - a. Debris clearance.
 - b. Providing engineering advice.
 - c. Maintaining roads and bridges.
 - d. Assisting with damage assessment of public property.
 - e. Assisting in decontamination operations.
5. The Superintendents of Schools for the disaster location are responsible for:
 - a. Providing public shelters.
 - b. Providing buses for transportation during disaster relief operations.
6. County Medical Examiners Office, when committed, is responsible for:
 - a. Collecting, identifying and coordinating interment of deceased victims caused by disaster.
 - b. Coordinating funeral home support of disaster operations.
7. County Health Department, when committed, is responsible for:
 - a. Investigating sanitation conditions and establishing safe standards for

BASIC PLAN

crisis relocation, emergency shelter or disaster relief operations.

- b. Coordinating medical support and epidemic control.
 - c. Inspecting food and water supplies.
 - d. Providing public health education.
8. DHS County Office, when committed, is responsible for:
- a. Providing provisions/funds for emergency aid.
 - b. Coordination with the Red Cross and other related agencies.
9. National Guard, when committed, is responsible for assisting in:
- a. Radiological protection.
 - b. Law enforcement and traffic control.
 - c. Search and rescue operations.
 - d. Providing military engineer support and assistance in debris clearance.
 - e. Providing logistical support with supply, transportation, maintenance, and food service support.
 - f. Providing communication support.
10. State and Federal Support is responsible for:
- a. Public welfare assistance.
 - b. Resources.
 - c. Law enforcement.
 - d. Health and medical.
 - e. Debris clearance.
 - f. Public information and education.
11. American Red Cross, when committed, is responsible for:

BASIC PLAN

- a. Providing reception, care, food, lodging and welfare assistance throughout **Master** County.
 - b. Coordinating all personnel relief activities for any type disaster.
 - c. Operating shelters for disaster relief.
 - d. Providing damage assessment of private property.
 - e. Providing First Aid Support and blood supply to disaster relief medical operations.
 - f. Providing counseling service.
12. The Salvation Army is responsible for:
- a. Supporting shelter/congregate care operations.
 - b. Providing field canteens.
 - c. Providing counseling service.
13. Ministerial Alliance/Church Volunteer Groups are responsible for:
- a. Assisting with lodging, feeding and welfare operations in support of disaster relief or relocation.
 - b. Assisting with reconstruction efforts.
 - c. Providing volunteer manpower.
 - d. Providing counseling service.
14. Medical Service Providers are responsible for:
- a. Emergency medical care for disaster victims.
 - b. Health care.
 - c. Crisis counseling.
15. The County Clerk has responsibilities for county administrative duties.
16. The County Treasurer has responsibilities for fiscal duties.
17. The District Attorney is assigned all responsibilities of legal and emergency

BASIC PLAN

information services and will act on an advisory committee.

18. The County Excise Board and the Master County Associate District Judge will act with the District Attorney on the Advisory Committee to the Board of County Commissioners.

19. All other County Agencies, officers and employees of the county government will support and implement this plan as directed by the County Commissioners.

V. DIRECTION AND CONTROL.

A. The **final responsibility** for all emergency management **belongs to** the elected officials of the County who are members of the **Emergency Management Policy Group**. This group is the decision making group for all policy level decisions and is the executive head of the emergency service coordinators and EOC staff. During response operations, the members of the policy group will act in concert and advise/direct the activities of the entire response organization through the EOC emergency service coordinators. They will also be available to constituents to address nonroutine matters.

B. The County **Emergency Management Director** is responsible for coordinating the emergency management program. He/she makes routine decisions and advises the Policy Group on alternatives when major decisions are required of that body. During emergency operations, he/she is responsible for the proper functioning of the EOC and its staff. The director also acts as liaison with other local, county, state and federal emergency management agencies.

C. Specific persons in departments/agencies are responsible for fulfilling their responsibilities as stated in this Basic Plan and the annexes thereto. **Department Supervisors** will retain control of their employees and equipment during response operations. Standing operating procedures are required of each department having responsibilities in this plan. These SOPs must include:

1. Recall of personnel during non-duty hours.
2. Prioritization of tasks to guide recovery work.
3. Procedures to be followed which deviate from normal.
4. Specific emergency authorities that may be assumed by the designated successor during emergency situations. (See Note at IV,B,4.)

D. During some periods of an emergency, **Department Supervisors** will be required to remain in the EOC and direct their departments from that facility. During any large scale emergency, the EOC will in fact become the seat of county/city government for the duration of the crisis.

VI. CONTINUITY OF GOVERNMENT.

BASIC PLAN

A. Succession of Leadership. The line of succession for continuity of government for **Master** County is as follows:

1. County Data
 - a. Chairman, County Commissioners
 - b. Vice Chair, County Commissioners.
 - c. County Commissioner
2. Cities/Towns
 - a. Mayor
 - b. Vice Mayor
 - b. Senior Commissioner, Council member or Trustee.
3. Line of succession for the Emergency Management Director will be the Deputy Director.
4. Line of succession for each agency/department head is according to the department rules and/or standing operating procedures established by each department.

B. Preservation of Records.

In order to provide normal government operations following a disaster, vital records must be protected. The principal causes of damage to records are fire and water; therefore, essential records will be protected accordingly in the County Courthouse or in local safety deposit vaults.

VII. ADMINISTRATION AND LOGISTICS.

A. Emergency Authority.

1. A summary of existing Oklahoma legislation pertaining to emergency management is listed in Section IX.
2. Provisions for local emergency powers are found in the Oklahoma Code and local ordinances which include but are not limited to:
 - a. Declaration of States of Emergency.
 - b. Contracts and Obligations.

BASIC PLAN

c. Control of Restricted Areas.

d. Liability.

B. Agreements and Understandings.

Should county resources prove to be inadequate during an emergency, requests will be made for assistance from other local jurisdictions, higher levels of government, and other agencies in accordance with existing or emergency negotiated mutual-aid agreements and understandings. Such assistance may take the form of equipment, supplies, personnel, or other available capability. All agreements and understanding will be entered into by duly authorized officials and will be formalized in writing whenever possible.

C. Reports and Records.

Required reports will be submitted to the appropriate authorities in accordance with instructions in annexes to this plan. All records of emergency management activities will be maintained at the EOC.

D. Relief Assistance.

All individual disaster assistance provided by the government will be administered in accordance with policies set forth by the Oklahoma Department of Emergency Management and those Federal agencies providing such assistance.

E. Consumer Protection.

Consumer complaints pertaining to alleged unfair or illegal business practices will be referred to the Oklahoma Attorney General's Consumer Protection Division.

F. Nondiscrimination.

There will be no discrimination on grounds of race, color, religion, nationality, sex, age, or economic status in the execution of emergency management functions. This policy applies to all levels of government, contractors, and labor unions.

G. Administration and Insurance Claims.

Insurance claims are normally handled on a routine basis by the commercial insurance companies and adjustment agencies. Complaints should be referred to the Oklahoma Insurance Commissioner. Adjusters of private insurance companies are usually dispatched to a disaster area to assist with claim problems.

H. Management of Manpower (Paid and Volunteer).

BASIC PLAN

Manpower, both paid and volunteer, will be managed by the County Emergency Management Director.

I. Duplication of Benefits.

No person will receive assistance with respect to any loss for which he has received financial assistance under any other program or for which he/she has received insurance or other compensation. This also applies to business concerns or other entities.

J. Use of Local Firms.

When major disaster assistance activities may be carried out by contract or agreement with private organizations, firms or individuals, preference will be given, to the extent feasible and practicable, to those organizations, firms and individuals residing or doing business primarily in the areas affected.

K. Preservation of Historic Properties.

The Oklahoma Historical Preservation Officer (OHPO) will be notified when the Governor declares that a state of emergency exists as the result of a disaster. The Director, Oklahoma Department of Emergency Management, will arrange for the OHPO to identify any existing historic properties within the designated disaster area.

VIII. PLAN DEVELOPMENT AND MAINTENANCE.

A. The contents of this plan must be known and understood by those people responsible for its implementation. The County EM Director is responsible for briefing staff members and county officials concerning their role in emergency management and the contents of this plan in particular.

B. Department directors are responsible for development and maintenance of their respective segments of this plan and their appropriate supporting SOPs as stated here and set forth in Section VIII of each Annex.

C. The Policy Group will ensure an annual review of this plan is conducted by all officials involved in its execution. The EM Director will coordinate this review and any plan revision and distribution found necessary.

D. The plan will be tested at least once a year in the form of a simulated emergency exercise in order to provide practical, controlled experience to those emergency managers tasked within the plan.

IX. AUTHORITIES AND REFERENCES.

A. Legal Authority.

BASIC PLAN

1. Federal.
 - a. Federal Civil Defense Act of 1950, Pub. L. 81- 920 as amended.
 - b. Disaster Relief Act of 1974, Pub. L. 93-288 as amended.
 - c. Emergency Management and Assistance, 44 U.S. Code 2.1 (Oct. 1, 1980).
2. State of Oklahoma.
 - a. Oklahoma Emergency Management Act of 2003.
 - b. Compendium of state legislation related to emergency management.

Oklahoma Constitution, Art 6 Section 1-6.
3. Local. Legal authority for establishment of Emergency Management Organization(s):

Resolution Establishing **Master** County Civil Defense Emergency Services Act and Disaster Program, May 21, 1979.

City-County Agreement for a Joint Civil Defense Program; entered into on 9 November 1965, between Board of County Commissioners of **Master** County and the City of **Alpha**, September 29, 1975 Basic eligibility requirements met for participation in EM financial programs as follows:

Alpha Ordinance No. 957, dated 2-24-58

B. References.

FEMA 20, Publications Catalog
FEMA L-136, Radio Amateur Civil Emergency Service (RACES)
Emergency Operations Plan for the State of Oklahoma.
Oklahoma Department of Emergency Management Digest of State Laws.

APPENDICES

APPENDIX 1 - Incorporation of Federal Response Plan

APPENDIX 2 - Definitions

APPENDIX 3 - List of Acronyms

BASIC PLAN

APPENDIX 1 INCORPORATION OF FEDERAL RESPONSE PLAN

The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended) provides the authority for the Federal government to respond to disasters and emergencies in order to provide assistance to save lives and protect public health, safety, and property. The Federal Response Plan for Public Law 93-288 as amended is designed to address the consequences of any disaster or emergency situation in which there is a need for Federal response assistance. Copies of this plan are maintained at the State Emergency Operations Center.

The plan describes the basic mechanisms and structures by which the Federal government will mobilize resources and conduct activities to augment State and local response efforts. To facilitate the provision of Federal assistance, the plan uses a functional approach to group the types of Federal assistance under twelve Emergency Support Functions (ESFs). Each ESF is headed by a primary agency, which has been selected based on its authorities, resources, and capabilities in the particular functional area.

The plan has been incorporated into the State Emergency Operations Plan with State agencies assigned the task of cooperating with the appropriate Federal and local agencies in the coordination and implementation of the plan.

Accordingly, the local agencies listed in the matrix below are responsible for cooperation with the State and Federal counterparts in coordinating and implementing the plan.

ESF #	Title		
1	Transportation	Federal Agency:	Dept. of Transportation
		State Agency:	Dept. of Transportation
		Local Agency:	<u>Co. Board of Commissioners</u>
2	Communications	Federal Agency:	National Communication System
		State Agency:	Dept. of Emergency Mgmt.
		Local Agency:	<u>County Sheriff's Office</u>
3	Public Works & Engineering	Federal Agency:	U.S. Army Corps of Engineers
		State Agency:	Dept. of Transportation
		Local Agency:	<u>Foreman, County Commissioner</u>
4	Firefighting	Federal Agency:	Dept. of Agriculture
		State Agency:	Dept. of Agriculture
		Local Agency:	<u>Chickasha Fire Chief</u>

BASIC PLAN

APPENDIX 1 INCORPORATION OF FEDERAL RESPONSE PLAN (CONT)

ESF # Title

5	Information & Planning	Federal Agency: State Agency: Local Agency:	Federal Emer. Mgmt. Agency Dept. of Emergency Mgmt. <u>Co. Board of Commissioners</u>
6	Mass Care	Federal Agency: State Agency: Local Agency:	American Red Cross American Red Cross <u>American Red Cross</u>
7	Resource Support	Federal Agency: State Agency: Local Agency:	General Services Admin. Dept. of Emergency Mgmt. <u>Co. Board of Commissioners</u>
8	Health & Medical Serv.	Federal Agency: State Agency: Local Agency:	Dept. of Health & Human Serv. Dept. of Health <u>Director of County Health</u>
9	Urban Search & Rescue	Federal Agency: State Agency: Local Agency:	Federal Emer. Mgmt. Agency Dept. of Public Safety <u>County Sheriff's Office</u>
10	Hazardous Materials	Federal Agency: State Agency: Local Agency:	Envir. Protection Agency Dept. of Envir. Quality <u>Co. Board of Commissioners</u>
11	Food	Federal Agency: State Agency: Local Agency:	Dept. of Agriculture American Red Cross <u>American Red Cross</u>
12	Energy	Federal Agency: State Agency: Local Agency:	Dept. of Energy Dept. of Emergency Mgmt. <u>Co. Board of Commissioners</u>

BASIC PLAN

APPENDIX 2 DEFINITIONS

AGENCY LIAISON OFFICER (ALO): Persons appointed by Director of designated state agencies who shall operate under the Director, Department of Emergency Management, during emergency periods to coordinate an agency's actions for providing effective relief and assistance in accordance with this plan and Public Law 93-288.

DISASTER: A dangerous event that causes significant human and economic loss and demands a crisis response beyond the scope of any single agency or service, such as the fire or police department. Disasters are distinguished from emergencies by the greater level of response required. Disaster requires resources beyond those available locally.

EMERGENCY: While an emergency may have been devastating, it is a dangerous event that does not result in a request for State or Federal assistance.

"EMERGENCY" AS PROCLAIMED BY THE GOVERNOR: Whenever, in the opinion of the Governor, the safety of Oklahoma and its citizens requires the exercise of extreme measures due to an impending or actual disaster, he may declare an emergency to exist in the state, or any part of the state, in order to aid individuals and local government.

ELECTROMAGNETIC PULSE (EMP): A phenomenon of a nuclear detonation which disrupts electrical transmission and radio sets in a similar manner to a direct hit by lightning.

EMERGENCY OPERATIONS CENTER (EOC): A centralized facility to be utilized by the governments for direction, control and coordination.

EMERGENCY PERIOD: The period of time immediately before, and/or immediately following the impact of a catastrophe when severe threats exist to human life, animals, other private and public property and/or the environment.

EMERGENCY SUPPORT TEAM: Teams of federal personnel formed by the Director, Federal Emergency Management Agency, Region VI, and deployed in a declared major disaster area to assist the federal coordinating officer in carrying out his responsibilities.

FEDERAL COORDINATING OFFICER (FCO): The person appointed by the President of the United States to operate under the Director, Region VI Federal Emergency Management Agency to coordinate federal assistance in a declared major disaster area under the provisions of Public Law 93-288.

BASIC PLAN

APPENDIX 2 DEFINITIONS (CONT)

GOVERNOR'S AUTHORIZED REPRESENTATIVE (GAR): The person appointed by the Governor of Oklahoma in the Federal/State Disaster Assistance Agreement as his authorized representative to act in cooperation with the Federal Coordinating Officer.

LOCAL GOVERNMENT: Any county, city or incorporated town in the State of Oklahoma.

LOCAL MASS CARE CENTER: A place selected locally by the private volunteer groups to provide care for individuals dislocated during the emergency period. Services provided are lodging, feeding, registration, first aid and other social services.

MAJOR DISASTER: Any hurricane, tornado, storm, flood, high water, wind-driven water, earthquake, volcanic eruption, landslide, snow storm, explosion, or other catastrophe in any part of the United States which, in the determination of the United States, causes damage of sufficient severity and magnitude as to warrant major disaster assistance under Public Law 93-288 above and beyond emergency services by the federal government, to supplement the efforts and available resources of the state, local governments and disaster relief organizations in alleviation of the damage, loss, hardship, or suffering caused thereby.

NATIONAL WARNING SYSTEM (NAWAS): A protected full-time voice communications system which provides warning information throughout the nation.

OKLAHOMA DEPT. OF EMERGENCY MANAGEMENT (OEM): The agency responsible for preparation and execution of emergency functions to prevent, minimize and repair injury and damage resulting from hostile actions or natural disasters as stated in the Oklahoma Emergency Management Act of 2003.

PUBLIC FACILITY: Any flood control, navigation, irrigation, reclamation, public power, sewage treatment and collection, water supply and distribution, watershed development, or airport facility, any non-federal aid street, road or highway and any other public building, structure or system.

RECOVERY PERIOD: That period of time subsequent to an emergency when economic recovery from disaster damage takes place, including the use of any available local, state, federal government and private resources.

VOLUNTEER SERVICE ORGANIZATION: Any organization which is non-government, nonprofit whose primary mission is to provide humanitarian support in times of need using public donated funds and volunteer personnel resources with or without a formal declaration of an emergency. (i.e.: American Red Cross, Salvation Army, etc.).

WATCH PERIOD: A period of time when meteorological conditions indicate a probability of severe weather phenomena.

APPENDIX 3

BASIC PLAN

LIST OF ACRONYMS

ABLE	ALCOHOLIC BEVERAGE LAWS ENFORCEMENT COMMISSION
ARC	AMERICAN RED CROSS
ARM	AERIAL RADIOLOGICAL MONITOR
CAP	CIVIL AIR PATROL
CFR	CODE OF FEDERAL REGULATIONS
CFSA	CONSOLIDATED FARM SERVICE AGENCY
DAC	DISASTER APPLICATION CENTER
DEQ	DEPARTMENT OF ENVIRONMENTAL QUALITY
DFO	DISASTER FIELD OFFICE
DHS	DEPARTMENT OF HUMAN SERVICES
DOT	DEPARTMENT OF TRANSPORTATION
DPS	DEPARTMENT OF PUBLIC SAFETY
DR&R	DISASTER RESPONSE AND RECOVERY
DSR	DAMAGE SURVEY REPORT
DWI	DISASTER WELFARE INQUIRY
EAS	EMERGENCY ALERT SYSTEM
ELT	EMERGENCY LOCATOR TRANSMITTER
EMI	EMERGENCY MANAGEMENT INSTITUTE
EMP	ELECTROMAGNETIC PULSE
EMS	EMERGENCY MEDICAL SERVICE
EOC	EMERGENCY OPERATIONS CENTER
EPA	ENVIRONMENTAL PROTECTION AGENCY
EPCRA	EMERGENCY PLANNING AND COMMUNITY RIGHT TO KNOW ACT
EPI	EMERGENCY PUBLIC INFORMATION
ESF	EMERGENCY SUPPORT FUNCTION
FEMA	FEDERAL EMERGENCY MANAGEMENT AGENCY
IC	INCIDENT COMMANDER
ICS	INCIDENT COMMAND SYSTEM
IS	INDEPENDENT STUDY
NAWAS	NATIONAL WARNING SYSTEM
NOAA	NATIONAL OCEANIC & ATMOSPHERIC ADMINISTRATION
NRCS	NATIONAL RESOURCES CONSERVATION SERVICE
NUDET	NUCLEAR WEAPONS DETONATION
NWR	NOAA WEATHER RADIO
NWS	NATIONAL WEATHER SERVICE
NWWS	NOAA WEATHER WIRE SERVICE
OEM	OKLAHOMA DEPARTMENT OF EMERGENCY MANAGEMENT
OHP	OKLAHOMA HIGHWAY PATROL
OIC	OFFICER IN CHARGE
OLETS	OKLAHOMA LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM

BASIC PLAN

APPENDIX 3
LIST OF ACRONYMS (CONT)

OMD	OKLAHOMA MILITARY DEPARTMENT
OSA	OKLAHOMA STATUTES ANNOTATED
OSBI	OKLAHOMA STATE BUREAU OF INVESTIGATION
OSC	ON-SCENE COORDINATOR
PIO	PUBLIC INFORMATION OFFICER
RACES	RADIO AMATEUR CIVIL EMERGENCY SERVICE
RADEF	RADIOLOGICAL DEFENSE
RM	RADIOLOGICAL MONITOR
RO	RADIOLOGICAL OFFICER
RRT	RADIOLOGICAL RESPONSE TEAM
SAR	SEARCH AND RESCUE
SARA	SUPERFUND AMENDMENTS AND REAUTHORIZATION ACT
SARDA	STATE AND REGIONAL DEFENSE AIRLIFT
SOP	STANDARD OPERATION PROCEDURE
USC	UNITED STATES CODE
USDA	UNITED STATES DEPARTMENT OF AGRICULTURE
VOAD	VOLUNTEER ORGANIZATIONS ACTIVE IN DISASTERS

ANNEX A

DIRECTION AND CONTROL

I. PURPOSE.

This annex establishes workable procedures for the development, manning, and operation of a control center(s) within **Master** County to coordinate government's response to emergency situations. The center(s) will be activated when the threat of loss of life and/or excessive property damage may occur. This applies to both natural and manmade disasters.

II. SITUATION AND ASSUMPTIONS.

See Section II, Basic Plan.

III. CONCEPT OF OPERATIONS.

General.

An effective Emergency Operations Center (EOC) is the key to successful response operations. The gathering of persons in authority, along with supporting staff personnel, in one location facilitates the prompt and effective employment of resources. It also enhances the coordination of activities that will ensure all required tasks are accomplished without duplication of effort. The Emergency Management Director will activate the EOC and alert those persons designated to occupy EOC positions when a danger is recognized.

IV. TASK ORGANIZATION AND RESPONSIBILITIES.

A. General.

1. There are actually three (3) parts to the County Direction and Control Organizations. Part one is the Policy Group, which is comprised of the County Commissioners. This is the group making the highest decisions and/or approvals. Part two is the Coordination Group which is comprised of the major county department/agency heads who will coordinate their efforts and apply the actions most needed to the emergency situation at hand. The majority of these service supervisors will be located at the EOC. The coordination of activities of the Emergency Services will be under the direction of the Chief of Operations and/or Emergency Management Director(s). Their activities and responsibilities are contained in their respective annexes in the plan. Part three is the Operations Staff which is comprised of several staff officers or Officers-in-Charge (OIC) of sections that have many functions that are vital when operating in emergency situations. The functional responsibilities for each OIC will be referred to in annexes to this plan. Each OIC will be located in the EOC. He/she will work under the direction of the Emergency Management Director and will coordinate with the Coordination Group department or agency heads when necessary.

2. The EOC may be activated by any policy group member when it appears that any portion of **Master** County is, or may be, threatened with loss of life or extensive

ANNEX A

property damage.

3. Each department or agency director tasked to serve on the Coordination Group, or his designated replacement, will immediately report to the EOC to direct and coordinate his agency's response to the emergency confronting the community.

4. The appropriate County Emergency Management Director(s) will maintain and activate the procedures to recall/assemble the EOC staffs. (See Appendix 3 to this Annex. EOC Activation Checklist.)

B. Organization.

See Section IV, Basic Plan and Appendix 1, this Annex.

C. Task Assignments and Responsibility.

1. Policy Group.

a. The elected or legally appointed officials are responsible for the protection of life and property within the boundaries of their jurisdictions.

b. The policy group will exercise all normal powers contained in the State of Oklahoma Emergency Management and Resources Management Act of 1967, as amended, and local ordinances and resolutions, in performance of direction and control duties for emergencies confronting the citizens.

c. Control of all crisis operations is vested in the policy group and may be delegated to responsible individuals as stated in this plan, or to an appropriate designee as shift arrangements dictate.

d. See Section IV Basic Plan.

2. Emergency Services Coordination Group.

a. Chief of Operations (Selected and Appointed by the Policy Group) is responsible for (with assistance by the EOC Staff Coordinator/Deputy):

(1) Coordinating EOC staff activities to supply aid to disaster victims or areas.

(2) Makes routine decisions and advises the policy group on courses of action and/or decisions required.

(3) Responsible for insuring that local agencies who have been assigned primary responsibility for any of the emergency support functions identified in the Federal Response Plan, (See Appendix 1 to Basic Plan), are

ANNEX A

available in the EOC to facilitate coordination with the state and federal agencies providing the assistance.

- (4) Responsible for keeping the EOC in an operational ready state.
- (5) Assigns qualified people to EOC staff positions and keeps a current roster of the staff.
- (6) Responsible for developing an alert system and for alerting the policy group and the EOC staff of any impending emergency.
- (7) Responsible for activating the EOC (after consulting with the policy group if time permits) and recalling the EOC staff.
- (8) Supervises the EOC Operations staff and coordinates with the Coordination Group to assure timely aid or assistance is rendered to victims of the emergency.
- (9) Schedules the EOC staff for a two shift, around the clock, operation.
- (10) Arranges for feeding of the staff.
- (11) Updates the alert/staff roster and this Annex at least once each year.
- (12) Holds briefings for the policy group and the coordination group to update their knowledge of the emergency situation.
- (13) Makes provisions for displaying pertinent information, (major events/occurrences, damage survey information, requests for assistance, etc.), in the EOC for the policy group and the coordination group.
- (14) Coordinates with the Policy Group and makes provisions for relocating staff members to an alternate EOC if the primary EOC becomes inoperable.
- (15) Makes provisions for notifying all agencies involved in the emergency situation, (local, state, federal, and the private sector), that operations have been shifted to the Alternate EOC if the primary EOC becomes inoperable.

b. Law Enforcement Coordinator. (County Sheriff or Police Chief)

See Section IV, Basic Plan and Annex I, Law Enforcement.

ANNEX A

c. Fire and Rescue Coordinator. (Fire Chief).

See Section IV, Basic Plan and Annex K, Fire/ Rescue.

d. County Maintenance Coordinator. (Co. Maintenance Foreman)

See Section IV, Basic Plan and Annex J, Public Works.

e. Health & Medical Coordinator.

(1) See Section IV, Basic Plan and Annex H, Health & Medical.

(2) Closely coordinate activities with the **Master** County Health Officer.

f. Shelter/Mass Care Coordinator. County American Red Cross Chapter Executive.

(1) See Section IV, Basic Plan and Annex F, Human Resources.

(2) Coordinate shelter operations with the county Emergency Management Director.

g. Resources Coordinator.

(1) Compile an inventory of personnel, equipment, materials and facilities which may be needed in an emergency. This inventory will constitute the County Resource Data Book.

(2) Provide manpower, supplies, material and/or equipment required by other coordinators to provide relief to the emergency situation.

(3) Ration or establish priority use of critical or scarce resources during any emergency.

(4) Maintain records of all expenditures for emergency resources obtained and give them to the appropriate official for disposition.

(5) See Annex N, Resources Management.

3. The EOC Operations Staff.

a. Shall provide technical support and advice to the policy group and coordination group. This staff functions under the supervision of the EM Director.

b. The Operations Staff is composed of the following sections. Each

ANNEX A

requires an OIC and other support personnel.

- (1) Communications/Message Center.
- (2) Damage Assessment.
- (3) Public Information.
- (4) Administration.
- (5) Transportation.
- (6) Warning/Reporting.
- (7) Shelter Mgmt/Evacuation.

V. DIRECTION AND CONTROL.

See IV A above and Section V, Basic Plan.

VI. CONTINUITY OF GOVERNMENT.

A. During any large scale emergency the EOC will become the center for all local government control. It will be from this center that all decisions and direction will emanate to the public concerning the emergency.

B. Lines of succession for critical personnel have been established and presented in Section VI, Basic Plan.

VII. ADMINISTRATION AND LOGISTICS.

A. Emergency Operations Centers.

1. Primary EOC.

a. Location.

The County Sheriff's area of the courthouse annex is designated as the Emergency Operations Center for **Master** County. Towns in **Master** County may establish EOCs in their facilities as required.

b. Facilities in the **Master** County EOC.

(1) The working area includes several offices and the communication center.

ANNEX A

(2) Communications equipment necessary for conducting emergency operations is in place.

(3) An emergency generator is available at the courthouse to provide backup power for operating lights and radios. Gasoline to operate the generator for 24 hours or more, is available from the sheriff's bulk fuel tank.

(4) Kitchen facilities at the **Master** County Courthouse are adequate to provide food for the EOC staff. Also, restaurants are nearby and food may be catered to the EOC as needed, if the situation permits.

c. Dependent on the type and severity of the situation; the city offices and equipment at the city hall, will be available to support emergency operations affecting the city of **Alpha**.

2. Alternate EOC.

Should the primary county EOC become unusable, an alternate county EOC will be established at either the **Alpha** Police Department, or the **Master** Memorial Hospital. Communication equipment will be augmented with any that can be brought from the primary EOC. Radio equipped county-owned vehicles will augment alternate EOC requirements. Nearby restaurants will need to be used for feeding of EOC staff, or food may be catered in as needed.

3. Incident command post.

During emergency operations it may be necessary to set up an incident command post to coordinate response activities at the onsite location. Incident commanders (fire service or law enforcement officers) will be responsible for establishing such required command posts. See Annex Q, this plan for typical operation.

B. Reports and Records.

The type of emergency dictates the reports required.

1. Initial Disaster Report.

This short report is designed to provide the Oklahoma Department of Emergency Management EOC with basic information about any emergency situation. See Appendix 4, Tab A, this Annex. Damage assessment reporting is addressed in Annex P.

2. Events Log.

A record of major events and response actions will be compiled by members

ANNEX A

of the EOC support staff to provide a history of actions taken. See Appendix 4 Tab B.

3. Other Reports.

Additional report forms can be found in other annexes of this plan.

C. Media.

News conferences will be held at regular intervals. Media personnel may be allowed into the EOC in small numbers when accompanied by the Public Information Officer.

VIII. PLAN DEVELOPMENT AND MAINTENANCE.

The Emergency Management Director is responsible for the content of this annex and for its currency. All EOC staff members must be familiar with its content.

IX. AUTHORITY AND REFERENCES.

A. Authority. See Section IX, Basic Plan.

B. References.

FEMA, Guide for Increasing Local Government Emergency Management Readiness During Periods of International Crisis; State and Local Guide (SLG) 100.

Digest of Oklahoma Laws.

FEMA, SLG 101, Guide of All-Hazard Emergency Operation Plans.

FEMA, CPG 1-20, with Chg. 1, Emergency Operating Centers Handbook.

APPENDICES

APPENDIX 1 - Emergency Services Organization

TAB A - Organization of the EOC Coordination Group

TAB B - Organization of the EOC Operations Staff

APPENDIX 2 - Organization Assignment Roster

APPENDIX 3 - EOC Activation Checklist

APPENDIX 4 - EOC Administration Section

TAB A - Situation Report

TAB B - EOC Daily Log of Events

TAB C - EOC Staffing Roster

TAB D - Security Log

TAB E - Sample Disaster Declaration

ANNEX A

APPENDIX 1
EMERGENCY SERVICES ORGANIZATION

MASTER COUNTY

POLICY GROUP

County Commissioners

|

XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXX

EOC

|

COORDINATION GROUP

See Tab A of this Appendix for breakout.

|

OPERATIONS GROUP

See Tab B of this Appendix for breakout.

|

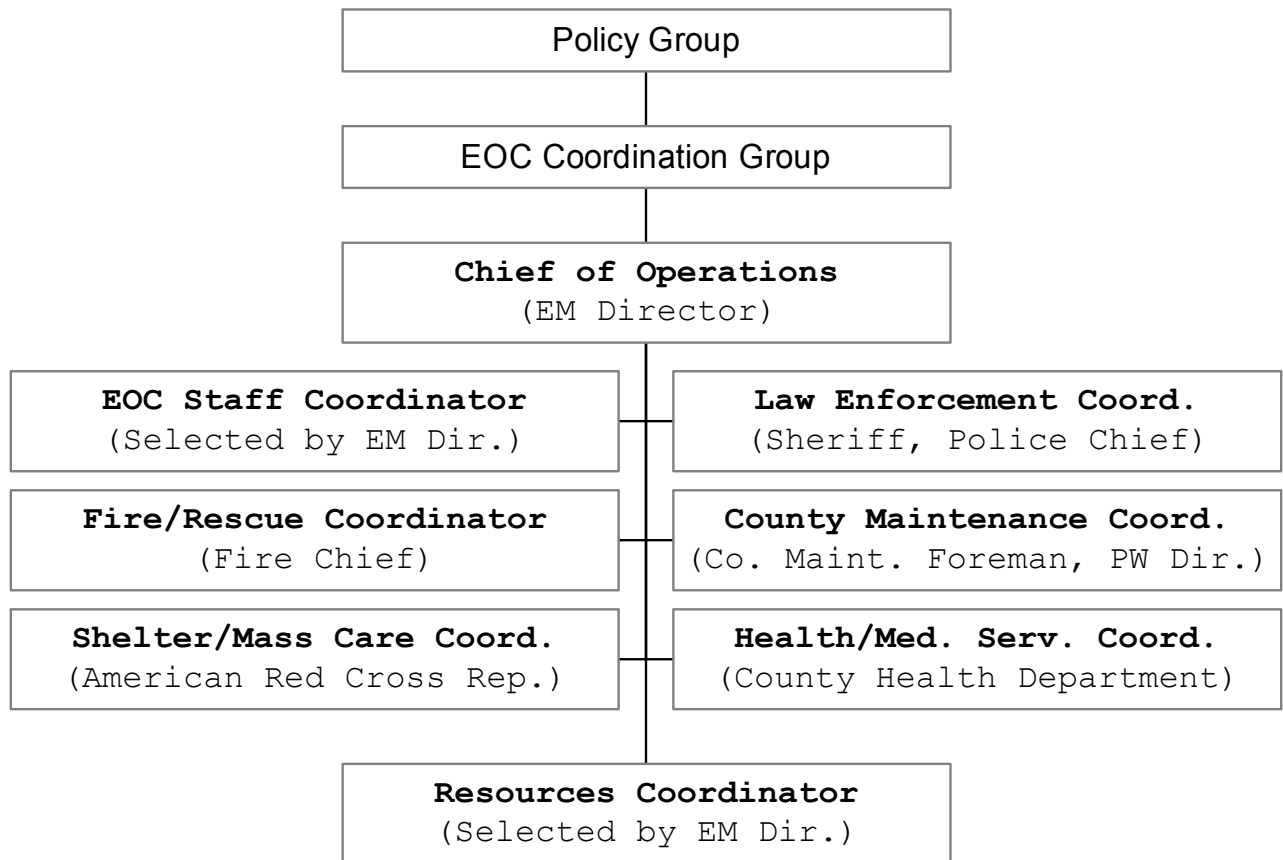
Note: See Appendix 2 to Annex A for position assignments by name.

ANNEX A

TAB A TO APPENDIX 1

ORGANIZATION OF THE
EOC COORDINATION GROUP

MASTER COUNTY

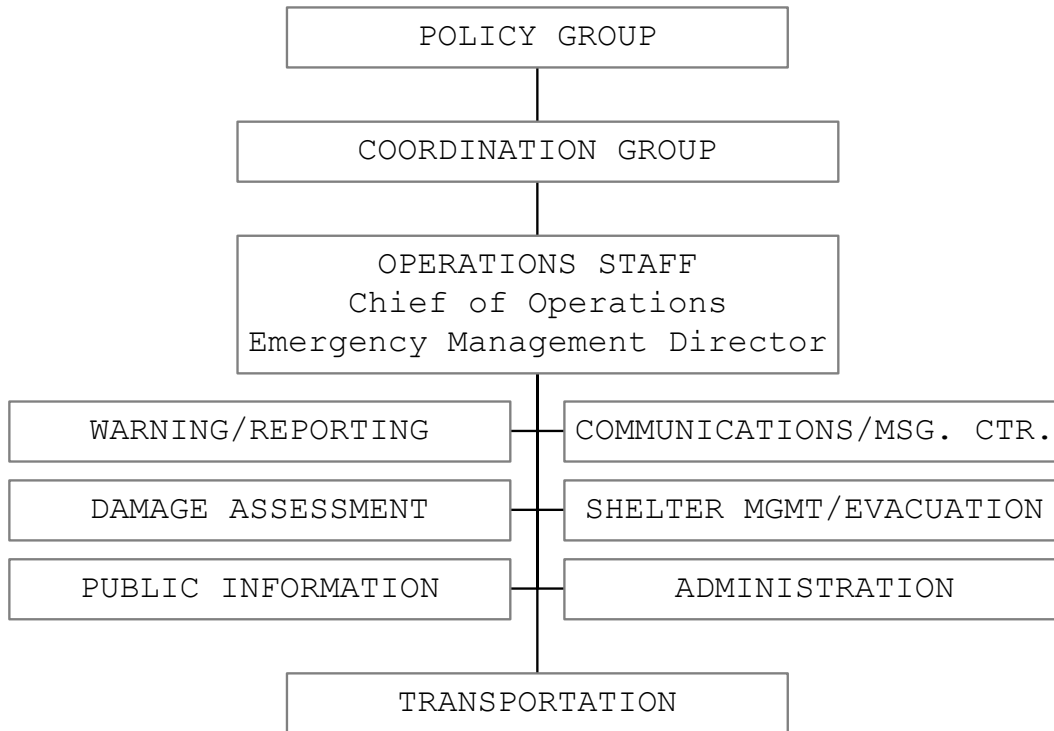


Note: See Appendix 2 of Annex A for specific positions

ANNEX A

TAB B TO APPENDIX 1

ORGANIZATION OF THE
EOC OPERATIONS STAFF



ANNEX A

TAB C County Commissioner Districts

ANNEX A

APPENDIX 2
ORGANIZATION ASSIGNMENT ROSTER
MASTER COUNTY

I.	<u>POLICY GROUP/COUNTY:</u> Name	<u>Phone No.</u>
	County Commissioners, Courthouse,	255-4193
	District # 1, Don Spivey	Shop: 658-2416
	District # 2, Alvie Chasteen	Shop: 255-6636
	District # 3, Gary Ledford	Shop: 439-2206

Key personnel

Emergency Manager, Gary Ball, 255-4951
Sheriff - Ron Hunter, 255-3131
Rural Fire Coordinator, John Smith, 555-2525
LEPC Chairperson, Jane Doe, 555-4545
DEQ Environmental Specialist, Jack Bequick, 555-6565
OHP Troop D Commander, 423-3836

II. POLICY GROUP/CITY: To be completed as/when applicable.

A. Duncan City Hall -252-0250
Mayor: Phil Leonard
Vice Mayor: Gary Criswell
City Council Members:
Dennis Johnson Leo King Gene Brown

Key personnel

Emergency Manager, Perry Brinegar, Jr., 252-0250
Fire Chief, Perry Brinegar, Jr., 252-0250
Police Chief, Danny Ford, 255-1212
City Manager, Lloyd Rinderer

B. Comanche City Hall -439-8832
Mayor: Larry Jones
Vice Mayor: William Anderson
City Council Members:
Johnny Brown Jim Sanders

Key personnel

Emergency Manager, Danny Blackwell, 439-8832
Acting City Manager and Fire Chief, Austin Martin
Police Chief, George Newton, 439-5212

C. Marlow City Hall -658-5401
Mayor: Al McWatters

ANNEX A

Council members:

Mickey Hoy Ivo Patterson Ron Hinkie
Billy Branam

Key personnel

Emergency Manager and Fire Chief, Steve Dobey, 658-5401
Police Chief, Alex Oblein, 658-2122
City Administrator, Ron Holt

D. Velma City Hall -444-3393
Mayor: Charles Maxwell
Vice Mayor: Frank Nye
Trustees:
Billy Blount Johnnie Grundy Winston Dumas

Key personnel

Emergency Manager, Mike Allred, 255-1332
Fire Chief, Bruce Lynn, 444-3393

E. _____ City Hall -
Mayor:
Vice Mayor:
Trustees:

Key personnel

Emergency Manager
Fire Chief
Police Chief

III. COORDINATION GROUP:

Chief of Operations (County), Gary Ball, 255-4951
Deputy EM/EOC Ops. Staff Coord., John Wilks, 555-6161
Law Enforcement/County, Sheriff Ron Hunter, 255-3131
Fire/Rescue Service, FD, Perry Brinegar, Jr., 252-0250
Health/Med.Serv
(County Health Dept. Admin.), Mike Melton, 252-0270
County DHS Director, Gary Huckabay, 255-7550
Duncan Regional Hosp. Admin., David Robertson, 252-5300

ANNEX A

Shelter/Mass Care Service, Pat Payne, 255-6042
(American Red Cross)

County Maintenance Coordinator
County Maintenance Foreman/PW Dept.

Independent School District Services
(Superintendent(s) of Schools)

Bray-Doyle	Kevin McKinley,	658-5076
Central High	Leonard Garrison,	658-6858
Comanche	Dewayne Baxter,	439-8826
Duncan	Jack Herron Jr.,	255-0686
Empire	Paul Griggs,	252-5392
Grandview	Edwin Crouse,	439-2467
Marlow	Ray McCarter,	658-2719
Velma-Alma	Barbara Wood,	444-3355

Floodplain Administrators

Comanche, Mr. Earl Ralls,	439-8832
Stephens County, Mr. Robbie Bowles,	255-5798
Duncan, Mr. Scott Vaughn,	252-0250
Marlow, Mr. Ron Holt,	658-5401

Public Utility Services: (Representatives from each utility)

ELECTRIC: Name of Company, Address, Phone Numbers

Cotton Electric Co-Op, 1101 W. Oak Av, Duncan, 255-5065
PSO, 1005 West Main, Duncan, 255-5632
Duncan P&L, 720 W. Willow, Duncan, 252-0250

NATURAL GAS: Name of Company, Address, Phone Numbers

ARKLA Gas Co., 1319 Main, Duncan, 255-2690
Lone Star Gas Co. 124 S. Main, Duncan, 228-2801

TELEPHONE: Name of Company, Address, Phone Numbers

SW Bell, 1 583-2000
AT&T, 1-800-222-3000

IV. EOC DIRECTION AND CONTROL STAFF:

Communications/Message Center

ANNEX A

Damage Assessment

Public Information

Warning/Reporting Section

Shelter/Evacuation Section

Administration

Transportation

V. AMERICAN RED CROSS:

Disaster office for Stephens County, 13th & ML King, Duncan, 255-6042.

VI. SALVATION ARMY: Divisional Headquarters for Oklahoma and Arkansas, 5101 N. Pennsylvania, OK City. PH: 405-840-0735

VII. MINISTERIAL ALLIANCE:

VIII. AMATEUR RADIO OPERATORS/CLUB:

IX. STORM SPOTTERS:

X. OTHER VOLUNTEERS:

ANNEX A

APPENDIX 3
EOC ACTIVATION CHECKLIST

The following activities will be accomplished when a decision is made to activate the County EOC:

- _____ Notify EOC staff first shift assignees as required.
- _____ Activate additional telephones, as required.
- _____ Assign security to EOC entrance.
- _____ Check radios and other communication equipment.
- _____ Brief EOC personnel on the situation.
- _____ Review operating procedures.
- _____ Initiate Departmental Checklists.
- _____ Notify Oklahoma Dept. of Emergency Management.
- _____ Obtain phones for media use, if required.

ANNEX A

APPENDIX 4 EOC ADMINISTRATION SECTION

I. PURPOSE.

This section provides instructions for the administration of the EOC; arranges for 24-hour staffing of the EOC and duty rosters; specifies reports required by the Oklahoma Department of Emergency Management Organization; and plans for the expansion of the EOC to accommodate and enlarged staff.

II. GENERAL.

The EOC Staff Coordinator, supervised by the Emergency Management Director, is responsible for supervising staff shift arrangements, housekeeping, billeting, feeding and administrative support of the EOC staff. He is also responsible for coordinating security of the facility with the County Sheriff. He will also supervise the preparation of recurring reports and their timely transmission. During normal periods these functions will be performed by the Emergency Management Director.

III. CONCEPT OF OPERATIONS.

A. Normal Peacetime Readiness.

Prepare and review plans and SOPs for internal EOC operations; inform county officials of EOC status; ensure the EOC is properly equipped for relocation and emergency operations; coordinate with county departments to ensure their readiness to conduct operations from the EOC; pre-stock administrative materials, forms and supplies in the EOC; plan expansion of the EOC into other available space for feeding of the EOC staff during emergency operations.

B. Increased Readiness.

Carry on normal readiness responsibilities; advise Policy Group on measures to increase readiness of the EOC and emergency service organizations; initiate alerting and mobilization of shelter/mass care organization if required; activate EOC, review EOC procedures, brief EOC staff, make final preparations for emergency operations; obtain necessary supplies not already stocked; coordinate feeding of EOC staff; establish security and EOC pass system, if required.

C. Emergency Period.

Brief Policy Group regularly on status of operations; exercise staff supervision of the EOC staff and exercise other authority delegated by the Policy Group; ensure each EOC element maintains adequate written records of messages, directives, requests and resulting actions; provide support to emergency service coordinators and EOC staff and administrative items needed for efficient operations; ensure reports are dispatched promptly.

ANNEX A

IV. REPORT FORMS.

Situation reports, staffing rosters, readiness reports and other common reports will be prepared by the administration section based upon input of entire EOC staff.

TABS

- TAB A - Situation Report
- TAB B - EOC Daily Log of Events
- TAB C - EOC Staffing Roster
- TAB D - Security Log
- TAB E - Sample Disaster Declaration

ANNEX A

TAB A TO APPENDIX 4

SITUATION REPORT

1. Type of Occurrence _____ Date & Time Occurred _____

2. Location (City/Town) _____ Reported By _____

Phone # _____

3. Number of people: Injured _____ Dead _____

4. Number of dwellings: Damaged _____ Destroyed _____

5. Number of businesses: Damaged _____ Destroyed _____

6. Utilities out of order: _____

7. Roadways (Names/Route): Closed (damage) _____ Closed (security) _____

8. Help on Scene: Red Cross _____ Salvation Army _____ Nat'l Guard _____

9. What help is needed: Shelter _____ Feeding _____ Medical _____

10. Agencies/Organizations Notified:

<u>NAME</u>	<u>TELEPHONE</u>	<u>CONTACT</u>	<u>COMMENTS</u>
-------------	------------------	----------------	-----------------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Additional Information: _____

Report Received By: _____ Date: _____

Time: _____

ANNEX A

TAB C TO APPENDIX 4
EOC STAFFING ROSTER

Position Number	Position	Phone Ext.	1 st Shift	2 nd Shift

ANNEX A

TAB D TO APPENDIX 4

SECURITY LOG

NAME	AGENCY	TIME IN	I.D. #	TIME OUT

ANNEX A

TAB E TO APPENDIX 4
SAMPLE DISASTER DECLARATION

DISASTER EMERGENCY PROCLAMATION

WHEREAS, on _____, _____ having occurred in _____, Oklahoma, causing ___ known fatalities and ___ injuries, with considerable damage to public and private properties;
and

WHEREAS, immediate attention is required to protect public health, reduce further damage, insure public safety and render emergency relief;
and

WHEREAS, I (We) _____, County Commissioner/Mayor of _____, Oklahoma, do find that the aforementioned conditions constitute a threat to the safety and welfare of the county (city), and create an emergency disaster situation within the meaning of Section 683.3, Oklahoma Emergency Management Act of 2003, as amended;

NOW, THEREFORE, I (We) _____, County Commissioner/Mayor, acting under the power vested in me under _____ do hereby declare _____ to be a disaster area, entitled to aid, relief and assistance and do hereby direct the implementation of the County/City Emergency Operations Plan.

IN WITNESS WHEREOF, I have hereunto set my hand and seal to this instrument on this ___ day of ___ in the year of our Lord, nineteen hundred ____, at _____, Oklahoma.

THIS PROCLAMATION SHALL EXPIRE AFTER SEVEN (7) DAYS, UNLESS OTHERWISE EXTENDED BY ME (US).

County Commissioner/Mayor

County/City Clerk

NOTE: THIS IS A SAMPLE THAT MAY BE MODIFIED TO IDENTIFY THE POLITICAL SUBDIVISION AND TYPE OF EMERGENCY AS DETERMINED BY THE CHIEF EXECUTIVE WHO ISSUES THE PROCLAMATION.

ANNEX B

COMMUNICATIONS

I. PURPOSE.

This Annex provides information concerning the **Master** County Emergency Communications Systems. The procedures outlined in this Annex will be used by Emergency Management officials to manage communications in the event of an emergency.

II. SITUATION AND ASSUMPTIONS.

See Section II, Basic Plan.

III. CONCEPT OF OPERATIONS.

General.

The **Master** County Emergency Management Communications Networks are based upon using those nets already used in the course of daily operation in the county/cities, augmented with the addition of a net for Emergency Management. Emergency Management officials may operate in radio nets of response organizations to effect coordination of activities.

IV. TASK ORGANIZATION AND RESPONSIBILITIES.

Task Assignments.

A. Emergency Management Director will:

During non-emergency time, be responsible for developing the emergency communications system required to support EOC communications. He/she is also responsible for developing a communications system to support crisis operations to include internal operations and external communications with adjacent jurisdictions and the Oklahoma State EOC.

B. Communications Officer will:

1. During non-emergency periods, provide advice and technical assistance to the Emergency Management Director in the planning of emergency communications.
2. During emergency operations, supervise all EOC communications activities.
3. Establish an EOC message center and procedures to manage, record and distribute incoming and outgoing messages.

C. Radio Operators will:

1. Be responsible for proper use of communications equipment and procedures at

ANNEX B

designated stations.

2. Be responsible for proper handling of messages.

D. Switchboard Operator (if employed) will:

Be responsible for screening and routing of all incoming telephone calls. Those pertaining to emergency operations will be directed to the EOC.

E. Law Enforcement Department.

Law enforcement officers assigned to shelters will provide alternate communications using portable radio units.

V. DIRECTION AND CONTROL.

A. The Emergency Management Director, under the direction of the Policy Group, at the county level, has overall responsibility for the EOC and the communication systems needed to operate in an emergency.

B. The Communications Officer, under the supervision of the Emergency Management Director, is responsible for the activation and operation of all communications systems in the EOC and the associated processing of messages.

C. Radio officers and operators from other departments, while under the control of their own office and operating their equipment, will be responsible for knowing and implementing the procedures outlined in this Annex as well as their department SOP.

D. During an emergency, the various code systems used for brevity will be discontinued and normal speech will be used to ensure comprehension during transmission. In addition, local time will be used during transmission and recording of messages.

VI. CONTINUITY OF GOVERNMENT.

See Section VI, Basic Plan.

VII. ADMINISTRATION AND LOGISTICS.

A. Communications Protection.

1. Radio.

- a. Electromagnetic Pulse (EMP).

- (1) One of the effects of a nuclear detonation that is damaging to communications equipment over a wide area is EMP. To avoid EMP, radios

ANNEX B

will be disconnected from antennas and power sources when an attack warning is received.

(2) Portable radios will be utilized as a backup during the initial attack period to assist in maintaining limited communications with field operations and shelters.

(3) Telephones will be utilized as the primary means of communications until they become inoperable.

(4) The above procedures will be followed until an ALL CLEAR message is received.

b. Wind and Blast Damage.

The communications officer will prepare for securing, or replacement, of antennas in the event of high winds associated with either severe weather or nuclear weapons.

2. Telephone (Common Carrier).

a. All EOC communications equipment including telephones must have high maintenance priority and should be operational at all times.

b. The communications officer will ensure that all EOC telephones have been placed on the telephone companies' priority restoration list.

B. Security.

Due to the vital role of communications during emergency operations, particularly for defense purposes, the Emergency Management Director may investigate the personal background of any communications personnel assigned to the EOC. Due to the stress and urgency of this work, only stable, reliable people should be assigned communications duties.

C. Training.

1. Each department assigning personnel to the EOC for communications purposes is responsible for assuring that these individuals are familiar with all department communications operating procedures.

2. Additional training for inexperienced and Amateur Radio operators on EOC communications equipment and procedures will be provided by the Communications Officer, as required.

VIII. PLAN DEVELOPMENT AND MAINTENANCE.

ANNEX B

The Communications Officer is responsible for maintaining and updating this Annex annually.

IX. AUTHORITY AND REFERENCES.

A. Authority. See Section IX, Basic Plan.

B. Reference.

1. FEMA, State and Local Communications and Warning Systems Engineering Guidance, CPG 1-37, Washington D.C.

2. FEMA, Chapter 4, Attack Environment Manual, FEMA 128, Washington D.C.

3. FEMA, Section 2, Guide for Increasing Local Government Emergency Management Readiness During Periods of International Crisis; State and Local Guide (SLG) 100.

4. FEMA, Electronic Pulse Protection Guidance, CPG 2-17, Volumes I, II, & III.

5. OK Dept. of Emergency Management, Oklahoma RACES Plan.

APPENDICES

APPENDIX 1 - Message Log

APPENDIX 2 - **Master** County Communications Network

APPENDIX 3 - Operation Secure Information

ANNEX B

APPENDIX 2
MASTER COUNTY COMMUNICATIONS NETWORK

HOW TO USE THE RADIO DATA:

Licenses listed alphabetically

Transmitter City: Nearest city or town

SER: Type of System.

L = Local Government, town, city, county or state. May be used for any purpose including fire and police.

P = Police - Sheriff, Marshall, Highway Patrol, etc.

F = Fire

S = Special Emergency - Ambulance, hospital, lifeguard, rescue, disaster relief, doctors, vets.

R = Highway maintenance (streets, roads)

Call Sign: FCC Station Identification

Type of Radio and number of units:

CO = Control to:

MR - Mobile Relay ("Repeater"); or

BR - Base and Mobile Relay combined.

IO = Inter-system Coordination

PG = Paging and Alerting Receivers

TRANSMITTER CITY	SER	FREQ MHZ	CALL SIGN	NO OF STATION		
				BAS	MOB	OTHER
MASTER COUNTY OF						
<u>CHICKASHA</u>						
	P	154.7700	WCT232	25	1	CO
	P	154.7700	KND514	80	50	PG
	P	154.8150	WCT232	1	25	
	P	154.8150	KNDK514		1	MR
	P	155.0100	KNDK514		1	MR
	P	155.0100	WCT232	25		
	P	155.1300	KNDK514		1	MR
	P	155.1300	WCT232	1	25	1 BR
	P	155.4900	KNDK514	1	80	50 PG
	P	155.4900	WCT232	1	25	
	P	155.4900	KNBC398	1	25	
	P	155.6100	WCT232	1	25	
	P	155.6700	KNDK514	1		
	P	155.6700	WCT232	1		
<u>RUSH SPRINGS</u>						
	L	155.7600	KNDM585	1	80	50 PG
	L	155.8200	KNDM585	1	80	50 PG
	L	155.9850	KNDM585	1	80	50 PG
	P	154.8150	KNBC398			1 MR
	P	155.1300	KNBC398	1	25	

APPENDIX 2 (CONT)

ANNEX B

MASTER COUNTY COMMUNICATIONS NETWORK

TRANSMITTER CITY	SER	FREQ MHZ	CALL SIGN	STATIONS		
				BAS	MOB	OTHER
	P	155.6700	KNBC398	1		
	P	156.1500	KNBC398		25	
	P	156.1500	KNDK514		80	50 PG
	S	155.2350	KNDP588	1	80	50 PG
	S	155.3400	KNDP588	1	80	50 PG
	S	155.3850	KNDP588	1	80	50 PG
<u>RUSH SPRINGS</u>	S	155.4000	KNDP588	1	80	50 PG
	S	462.9500	KNDP588	1	80	50 PG
<u>MINCO</u>	P	159.1500	KNDK514		80	1 MR
	P	159.1500	WCT232		25	
<u>GRADY</u>	S	155.3400	WNCP436	1	50	100 PG
<u>MEMORAL</u>	S	155.4000	WNCP436	1	50	100 PG
<u>HOSPITAL</u>	S	462.9375	KD42057		10	
	S	462.9500	WNCP436	1	10	100 PG
<u>CITIES</u>						
<u>ALEX</u>	P	154.7700	KKD421		4	1 CO
	P	155.0100	KKD421		4	
	P	155.1300	KKD421		4	1 MR
	P	155.4900	KKD421		4	
	P	155.1500	KKD421		4	
<u>AMBER</u>	L	153.9800	WQF666	1	6	
<u>CHICKASHA</u>	F	154.0700	KDG876		60	1 BR
	F	154.1300	KDG876		60	50 PG
	F	154.4150	KDG876	1	60	1 BR
	L	155.7600	KNJA298	1	75	
	S	462.95	KNJS409	1	30	
<u>MINCO</u>	P	155.1300	KNGV858	1		
	P	155.4900	KNGV858	1		
	P	155.6700	KNGV858	1		

ANNEX B

Insert in county eop
if county/cities
are listed.

APPENDIX 3
OPERATION SECURE INFORMATION

(State Emergency Communications Using Radio Equipment)

A. The following frequencies are listed as they should be channelized on the OPERATION SECURE radio if a channelized radio is available in the EOC.

OPERATION SECURE (OS) RADIO CHANNELS

Seven (OS) frequencies are assigned to Oklahoma.
All seven are Upper Side Band.

- 1. 2801 KHz (OS) Day or Night
Shared with New Mexico
- 2. 2804 KHz (OS) Day or Night
- 3. 5135 KHz (OS) Day or Night
- 4. 5140 KHz (OS) Day or Night
Fixed Stations only
- 5. 7477 KHz (OS) Daytime Only
- 6. 7480 KHz (OS) Day-fixed
Station Only
- 7. 7805 KHz (OS) Day/Night
Interstate Communications

B. The following is a list of stations participating in the Oklahoma Operation Secure Program as of February 1998.

1. CALLSIGNS BY LOCATION

<u>EOC</u>	<u>CALLSIGN</u>
Altus.....	WNUW 213
Ardmore.....	WNUW 217
Beaver.....	WBPV 938
Broken Bow...	WNXT 238
Claremore.....	WNGP 550
Cleveland Co...	WNUW 218
Duncan.....	WNUW 214
Durant.....	WNPV 700
GRDA, Kerr Dam..	WNVZ 971
Guymon.....	WNXT 237
Kingston.....	WNWU 737
Lawton.....	KNGR 730

2. LOCATIONS BY CALLSIGNS

<u>CALLSIGN</u>	<u>EOC</u>
KB38 629....	Mobile
KNBV 428....	Santa Fe,NM
KNGR 728....	Rush Springs
KNGR 729....	McAlester
KNGR 730....	Lawton
WBPV 938....	Beaver
WGY 906....	R-6,Denton, Tx
WNBM 839....	Stillwater
WNCH 624....	Tulsa
WNGP 550....	Claremore
WNHG 259....	Tahlequah
WNPV 700....	Durant

ANNEX B

OPERATION SECURE INFORMATION

1. CALLSIGNS BY LOCATION

<u>EOC</u>	<u>CALLSIGN</u>
McAlester.....	.KNGR 729
Miami.....	WNPZ 403
Mobile.....	KB38 629
OK. City.....	WNUW 216
OK. Co.....	WNUW 211
Ponca City.....	WNUW 215
Pryor Co.....	WNUZ 803
R-6, Denton Tx..	WGY 906
Rush Springs..	KNGR 728
Santa Fe. NM...	KNBV 428
Seminole.....	WPFY 721
Shawnee.....	WNUW 212
Silo.....	WNVG 285
Stillwater.....	WNBM 839
Tahlequah.....	WNHG 259
Tulsa.....	WNCH 624
Wildlife Dept...	WPBK 428

2. LOCATIONS BY CALLSIGNS

<u>CALLSIGN</u>	<u>EOC</u>
WNPZ 403.....	Miami
WNUW 211.....	OK. County
WNUW 212.....	Shawnee
WNUW 213.....	Altus
WNUW 214.....	Duncan
WNUW 215.....	Ponca City
WNUW 216.....	OK. City
WNUW 217.....	Ardmore
WNUW 218.....	Cleveland Co
WNVG 285.....	Silo EOC
WNVZ 971.....	GRDA, Kerr Dam
WNWU 737.....	Kingston
WNUZ 803.....	Pryor
WNXT 237.....	Guymon
WNXT 238.....	Broken Bow
WPBK 428.....	Wildlife Dept
WPFY 721.....	Seminole

C. Emergency Management HF (OPSECURE) Command and Control Net:

1. All Stations will initially try to make contact on the following frequency – Net Control on **5.140 Primary**.

2. If the net control frequency is not propagating well for the distance and time of day involved you may try to make contact on: 7.477 MHz Backup.

From 6:00 PM until 8:30 AM (local)---2.804 MHz (USB)

From 8:30 AM until 6:00 PM (local)---5.140 (USB)

The State EOC continuously monitors 5.140 MHz (USB)

NOTE: The OK Department of Emergency Management EOC will function as Net Control.

ANNEX C

WARNING

I. PURPOSE.

This Annex establishes an effective alert and warning system within **Master** County capable of disseminating adequate and timely warning to the county officials and public in the event of threatened disaster.

II. SITUATION AND ASSUMPTIONS.

See Section II Basic Plan.

III. CONCEPT OF OPERATION.

General.

Master County will receive alerts or warnings from the **Master** County Sheriff (primary) or the **Alpha** Police Department (secondary) dispatcher upon proper notification through the National Attack Warning System (NAWAS).

A. Natural Hazards.

Normally, warning of the threat of severe weather such as tornadoes, severe thunderstorms, flash flooding etc. will be provided by the National Weather Service. They are disseminated by NAWAS, radio, TV, and Weather Service teletype.

B. Weather Warning Procedures.

Upon receipt of notification of approaching severe weather (i.e., tornadoes, thunderstorms, floods, etc.) from the National Weather Service, storm watch personnel, other communities in the county or any other official source, the sheriff/police dispatcher will immediately notify the County and/or local EM Director who will direct the Police Department duty officer, Fire Department duty officer or other responsible individual to sound the warning devices, if required. If communications with the EM Director, or those designated as having warning responsibility in Appendix 3, cannot be established, police or fire personnel are authorized to sound the warning devices.

C. Technological Incidents/Hazards.

Warnings will be made for hazardous material incidents/accidents such as oil, chemical, or radiological material spills when the incident presents a hazard to the public. This warning will be announced on radio/TV and cable TV when override is available.

D. National Security.

1. Attack on this nation is a possibility at anytime and could be in any form;

ANNEX C

nuclear, biochemical, or conventional devices. It is likely that an attack would be preceded by a period of international tension that would provide ample time to inform the public. However, should a surprise attack be launched, warning time may be as little as fifteen minutes. The possibility of an accidental missile launch also exists, in which case warning time could approximate that of a surprise attack. NAWAS is the primary attack warning system used to provide initial warning down to the county level of government.

2. Upon receiving an alert/warning at the **Master** County Warning Point from the Oklahoma Highway Patrol NAWAS, or alternate Warning Point in Oklahoma City, the **Master** County Sheriff or the **Alpha** Police Department (secondary) will immediately notify each community police department. Each police department dispatcher will take action to **immediately activate** the warning signal. The police dispatcher will notify the EM Director. See Appendix 3 for each warning device activation procedures and Appendix 4 for the warning device locations.

3. The EM director upon notification of an attack warning will notify the Commissioners and other county/city officials as indicated in Appendix 3. These officials will make the decision on whether to activate the EOC and use it as the main control center during the emergency.

E. NAWAS and Attack Warning Signals.

1. Severe Weather or Other Peacetime Emergency.

The severe weather/other peacetime emergency warning is a 3 to 5 minute steady signal from warning devices, horns or other devices. In addition to other meanings or requirements for action, this can also be an ATTENTION or ALERT signal to turn on radios or TVs to listen for essential emergency information.

2. Attack Warning.

The attack warning signal is a 3- to 5-minute wavering tone on warning devices or a series of short blasts on horns or other devices. The attack warning signal shall mean that an actual attack or accidental missile launch against this country has been detected and that protective action should be taken immediately. THIS SIGNAL WILL BE USED FOR NO OTHER PURPOSE AND WILL HAVE NO OTHER MEANING.

IV. TASK ORGANIZATION AND RESPONSIBILITIES.

A. Task Assignments.

1. Policy Group(s).

a. Responsible for establishment and maintenance of a workable warning system throughout the county, cities and towns.

ANNEX C

b. Make decisions on actions to be taken based on the seriousness of the warning received. Delegate this authority to the EM Director when such warnings require immediate decisions to protect life.

2. EM Director.

a. Coordinate warning information with the Policy Group, when time permits, and implement their decision on further dissemination of the warning.

b. Activate the EOC, with concurrence of the Policy Group, and call those persons designated to staff it.

c. Utilize the EAS and Cable TV circuit warning override to broadcast warnings to the public.

d. Educate the public on the meaning of warning signals.

3. County Sheriff or **Alpha** Police Department.

After receiving the alert/warning (attack, weather, etc.), notify each community in **Master** County as shown in Appendix 1, this Annex.

4. Police Departments.

a. Upon receipt of warning information from the Highway Patrol Warning Point, or from other reliable sources, immediately notify the Sheriff's Department, and:

(1) Take action to sound the warning signal by notifying the person responsible for the warning device control point.

(2) Notify the Emergency Management Director or the designated alternate.

b. Provide mobile units to warn people in areas not covered by fixed warning devices using vehicle warning devices and bullhorns.

5. Fire Departments:

a. Where the Fire Dept. is designated as the warning device control point for the community, duty personnel are responsible for operating the warning devices.

b. Duty personnel will activate the warning devices when:

(1) An attack warning is received.

ANNEX C

(2) When directed to do so by the EM Director or deputy EM Director.

(3) A serious hazard exists in the community and immediate warning is needed to protect life or property.

6. Master County Media Organizations.

a. The media are responsible for disseminating warning information from authorized sources, concerning potential emergency situations or actual disasters, to the public as rapidly as possible.

b. Activation of the Emergency Alert System (EAS) is the responsibility of the broadcast station having this EAS capability during periods of world tension.

c. The media will be requested to print/deliver and/or broadcast Emergency Management warnings and information, designed to provide necessary lifesaving guidance to the public during emergencies or disasters.

V. DIRECTION AND CONTROL.

A. General.

Warning systems may be activated from any level of government by agencies having responsibility to notify the public of imminent danger. At the local level these warnings are channeled through the EM Director, **if time permits**, in order to fix responsibility and ensure control of the warning process.

B. Warning Systems and Use.

1. National Warning System (NAWAS).

a. NAWAS is a protected, full time voice communication system interconnecting the National Warning Center and numerous warning points in each state. Oklahoma has one primary state warning point, two alternate state warning points and 30 secondary warning points. The primary point is at Oklahoma Highway Patrol headquarters in Oklahoma City. Alternates are located in the Oklahoma Department of Emergency Management EOC and the National Guard EOC. The 30 secondary points are located in OHP district headquarters, sheriff/police departments, fire departments and local EOCs throughout the state.

b. Warning information transmitted by the National Warning Center is received simultaneously at all warning points. The federal government is responsible for providing attack/accidental launch warning to state government. State government is responsible for providing warning to all counties on a 24-hour basis. This responsibility has been assigned to Oklahoma Highway Patrol, with the Oklahoma Department of Emergency Management EOC and the National Guard

ANNEX C

EOC utilized as backup.

c. Warning within the county is the responsibility of county officials. The Oklahoma Highway Patrol Troop responsible for the area including **Master** County will notify the primary warning point in **Master** County which is the Sheriff's Office, or the secondary warning point, the **Alpha** Police Department, by radio or telephone, of attack or accidental launch warning, and of any dangerous or severe weather that may be approaching **Master** County.

d. Warnings received via NAWAS will then be relayed by the sheriff's or police dispatcher to other communities within the county as soon as possible after receipt of the warning. (See Appendix 1.)

2. National Weather Service (NWS).

Current weather information and watch/warnings are normally received over the NWS teletype circuit. However, NWS will issue weather warnings over the NAWAS line when time is of the essence. NWS will also broadcast weather and attack warning information over their weather broadcast radio network. The VHF weather radio transmitter stations at Enid, OK (162.475 mhz), Wichita, KS (162.550 mhz) and OK City (162.400 mhz) may be monitored with special radios that only receive the continuous weather transmissions.

3. Emergency Alert System (EAS).

a. EAS provides emergency information to the public during time of high world tension and/or actual attack upon this country. These are protected stations that provide emergency radio and TV broadcasts on a volunteer basis. The system may be activated at the federal, state or local level. (Note: **The Emergency Management Director may use the EAS to communicate with the citizens of the county by contacting station KGWA(AM) 960 in ALPHA**). FEMA provides prerecorded tapes containing emergency information to be broadcast by EAS stations during an emergency.

b. Additional EAS broadcast stations in the Operational Area are listed in Appendix 1, Annex D.

4. Skywarn (Storm Spotters).

Skywarn is a national program designed to place personnel in the field to spot and track tornadoes. They are trained by NWS and instructed in what to report. Teams are made up of government employees and private citizens. During severe weather, storm spotters relay reports to their coordinator in the nearest EOC. Confirmed tornado sightings are relayed to the NWS that then disseminates appropriate warnings.

ANNEX C

5. Warning devices.

Fixed warning devices are located throughout **Master** County and constitute the primary means of providing initial warning to the public of impending danger. See Appendix 4 this Annex for their locations. Supplemental warning device coverage will be provided by mobile units as required.

6. Newspaper Media.

When time is not critical, camera-ready copy has been prepared for specific emergencies to instruct the public which can be provided to the publishers for insertion into their papers.

VI. CONTINUITY OF GOVERNMENT.

See Section VI, Basic Plan.

VII. ADMINISTRATION AND LOGISTICS.

Warning System Testing and Maintenance.

A. Warning devices will be tested at least once a month.

B. Each community EM Director is responsible for the maintenance and repair of warning devices in each city/town.

VIII. PLAN DEVELOPMENT AND MAINTENANCE.

Each community EM Director is responsible for updating this annex and its appendices on an as needed basis.

IX. AUTHORITY AND REFERENCES.

A. Authority.

See Section IX, Basic Plan.

B. References.

FEMA, Principles of Warning and Criteria Governing Eligibility for National Warning System Service, CPG 1-14, Washington D.C..

FEMA, National Warning System (NAWAS) Operations Manual, CPG 1-16, Washington D.C..

FEMA, Outdoor Warning System Guide, CPG 1-17, Washington D.C..

ANNEX C

APPENDICES

APPENDIX 1 - **Master** County Warning Organizational Chart

APPENDIX 2 - Community Warning

APPENDIX 3 - Warning Device Decision SOP

APPENDIX 4 - Siren Locations within **Master** County

TAB A - Siren Location(s) Map of **Alpha**

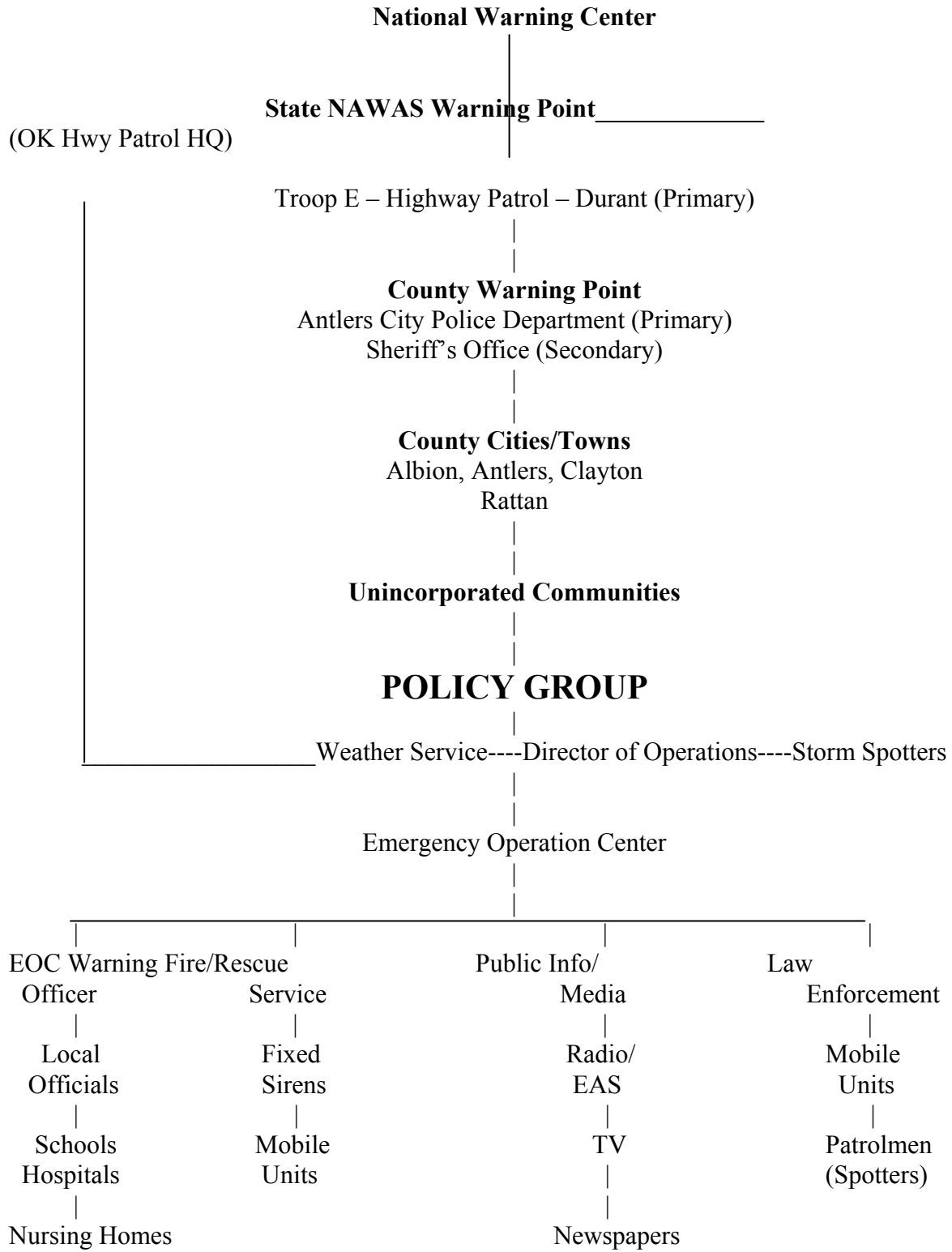
TAB B - Siren Location(s) Map of Aline

TAB C - Siren Location(s) Map of Amorita

TAB D - Siren Location(s) Map of Burlington

ANNEX C

APPENDIX 1
PUSHMATAHA COUNTY WARNING ORGANIZATIONAL CHART



ANNEX C

APPENDIX 2
COMMUNITY WARNING

Upon receipt of either a Severe Weather, Hazardous Material Spill, Wildfire, Attack, or other Danger Warning, the following communities must be notified as soon as possible by the County Sheriff's Office or the **Alpha** Police Department. The **Master** County Radio Communications Network is listed in **Annex B**.

All phones in **Master** County are AC 405:

	FIRE	POLICE	AMBULANCE
A. Alpha	596-3113	596-3326	596-3113
B. Aline		*	463-2555
C. Amorita	474-2500	*	474-2500
D. Burlington	431-2500	*	431-2500
E. Byron	474-2500	*	474-2500
F. Carmen	987-2222(Fire)	*	987-2321
G. Goltry		*	496-2300
H. Helena	852-3370	852-3259	852-3535
I. Jet		*	626-4422
J. Lambert		*	

* TELEPHONE NUMBER FOR SHERIFF IS: 596-3269

ANNEX C

APPENDIX 3
WARNING DEVICE DECISION SOP
for **Master** County, OK

I. SEVERE WEATHER, TORNADOES, HAZARDOUS MATERIALS, WILDFIRE.

A. Activating the warning devices will be done through the authority of the local Emergency Management Director, or his next in the chain of command.

B. The chain of command is as follows: (**NOTE:** Each Emergency Management Director that controls warning devices needs to enter applicable information here.)

C. If an incident occurs when the EOC is not manned or radio and telephone contact cannot be established in a relatively short period of time with one of the persons on the above list, then the police dispatcher has the authority to activate the storm warning devices.

D. All information received from the public, OHP, police, commercial radio stations, amateur radio, C.B. radio, weather instruments, or any other source should be passed on to Emergency Management Headquarters and verified before any action is taken. However, the tornado warning will be sounded at the earliest possible time when reports of imminent danger are received from any reliable source.

II. ATTACK.

When an alert or warning message is received by the County Sheriff's or **Alpha** Police Department dispatcher indicating an attack is about to occur, an immediate decision is required to initiate protective measures. The dispatcher must **IMMEDIATELY** sound the attack warning devices. Then the dispatcher should call the Emergency Management Director. However, if the Emergency Management Director is not available, the first person contacted in the following list will make the decision as to what further action (activate the EOC, etc.) to take:

County Sheriff

Chief of Police, **Alpha**

APPENDIX 4

ANNEX C

SIREN LOCATIONS WITHIN
INCORPORATED PLACES OF MASTER COUNTY

ALPHA Number of Sirens: Three
Activated from: Fire Department
Activated how: 1 switch at Fire Department
Activated by (who): City Manager or Police Chief or Fire Chief
SOP for Decision to activate:(Primary/Alternate) City Manager
and/or Police Chief or Fire Chief

ALINE Number of Sirens: One
Activated from: Fire Station
Activated how: Manual Switch
Activated by: Fire Chief or Sr Fire Person on Scene
SOP for Decision to activate:(Primary/Alternate) Fire Chief; Mayor
or County Deputy Sheriff

AMORITA Number of Sirens: None
Activated from:
Activated how:
Activated by:
SOP for Decision to activate:(Primary/Alternate)

BURLINGTON Number of Sirens: One
Activated from: Fire Station
Activated how: Manual switch
Activated by: Civil Defense Director or Sr. Fire Person
available
SOP for Decision to activate:(Primary/Alternate) C. D. Director;
or Senior Fire Person on scene

CARMEN Number of Sirens: One
Activated from: Fire Station
Activated how: Manual Switch
Activated by: Civil Defense Dir.; Fire Chief; City Clerk
SOP for Decision to activate (Primary/Alternate) C. D. Director or
Fire Chief

GOLTRY Number of Sirens: One
Activated from:
Activated how: Telephone
Activated by: Telephone call to Fire Number 496-2300
SOP for Decision to Activate (Primary/Alternate): Sr. Fire Personnel or City Clerk

ANNEX C

TAB A TO APPENDIX 4
SIREN LOCATIONS, MAP OF ALPHA, OK

ANNEX D

EMERGENCY PUBLIC INFORMATION

I. PURPOSE.

This annex provides procedures for the effective collection, control, and dissemination of emergency public information. Long-term public educational efforts related to hazard awareness are also outlined in this annex.

II. SITUATION AND ASSUMPTIONS.

See Section II, Basic Plan.

III. CONCEPT OF OPERATIONS.

General.

A. Emergency information efforts will focus on specific event-related information. This information will generally be of an instructional nature focusing on such things as warning, evacuation, and shelter. It is also important to keep the public informed of the general progress of events. A special effort will be made to report positive information regarding emergency response in order to reassure the community that the situation is under control. Rumor control will be a major aspect of the informational effectiveness. Education efforts will be directed toward increasing public awareness about potential hazards and how people can deal with them. All information and education efforts will rely heavily on the cooperation of commercial media organizations.

B. See Public Information Operating Procedures Manual for "fill-in-the-blank" public news releases written as world tensions, weather phenomena, or other hazards/accidents which are in the process of occurring or have occurred.

IV. TASK ORGANIZATION AND RESPONSIBILITIES.

A. Policy Group.

Appoint a public information officer or delegate the authority to appoint a PIO.

B. Public Information Officer (PIO).

1. Maintain public information operating procedures manual.
2. Direct all emergency public information efforts.
3. Designate a public information section within the EOC as the single official point of contact for the media during an emergency.
4. Provide news releases, which have been cleared for release by the proper authorities, for the media.

ANNEX D

5. Check all print media for accuracy of reports.
6. Investigate rumors.
7. Check TV and radio broadcast for accuracy of reports.
8. Maintain a recent record of events.

V. DIRECTION AND CONTROL.

The Public Information Officer is responsible for all education and information programs conducted by the policy group.

VI. CONTINUITY OF GOVERNMENT.

See Basic Plan.

VII. ADMINISTRATION AND LOGISTICS.

See Basic Plan.

VIII. PLAN DEVELOPMENT AND MAINTENANCE.

The PIO will be responsible for the development and maintenance of education and information programs. Other persons or organizations specified in the annex will work with the PIO as necessary.

IX. AUTHORITIES AND REFERENCES.

A. Authorities. See Section IX, Basic Plan.

B. References.

1. Christensen, Larry. Review of Mass Media Campaigns. Boulder, Colorado; Natural Research and Applications Information Center, University of Colorado.

2. Davenport, Sally S. and Penny Waterstone. Hazard Awareness Guidebook. Austin, Texas; Texas Coastal and Marine Council.

3. FEMA, State and Local Guide 100 (SLG 100); Guide for Increasing Local Government Civil Defense Readiness During Periods of International Crisis.

4. Regulska, Joanna. Public Awareness Programs for Natural Hazards, Boulder, Colorado, Natural Hazards Research and Applications Information Center, University of Colorado

ANNEX D

Publications, Pamphlets, Leaflets

REFERENCE: FEMA 20 - PUBLICATIONS CATALOG, for others.

FEMA CPG 1-6 Disaster Operations Handbook for Local Governments.

FEMA CPG 2-18 State and Local Earthquake Hazards reduction; Implementation of FEMA Funding and Support.

Leaflet (L) 96 - Safety Tips for Winter Storms.

Leaflet (L) 111 - Safety Tips for Earthquakes.

APPENDICES

APPENDIX 1 - News Media Organizations

APPENDIX 2 - Media Access

ANNEX D

APPENDIX 1
NEWS MEDIA ORGANIZATIONS

KEY EAS RADIO Broadcast Stations:

Enid Operational Area
KGWA (AM) 960 PRI CPCS-1 405-234-4230
300 North Van Buren, Enid, OK

OKLAHOMA CITY - Operational Area
KMGL-FM 104.1 ORIG PRI RELAY STATION 405-478-5104
KLTE-FM 101.9 PRI RELAY 405-478-7000
WKY-AM 930 KHz PRI CPCS-1 405-943-7993

Additional EAS Radio Broadcast Stations in MASTER COUNTY
None

KEY EAS TELEVISION Broadcast Stations:

ENID Operational Area
None

CABLE TV:

CITY/TOWN PROVIDED BY

Cherokee Mission Cable Co., 315 N. Main, Kingfisher, OK
1-800-522-1430 405-375-5956 or 375-5960
Aline Tri-Star Cable Co, Junction City, KS 1-800-888-4788
Amorita None
Burlington MultiVision Cable TV, Box 429, Plainsville, KS
913-434-2756 FAX 913-434-2614
Byron None
Carmen MultiVision Kansas 1-800-999-8876
Goltry Mission Cable Co, Kingfisher, OK 1-800-522-1430
Helena Mission Cable Co, Kingfisher, OK 1-800-522-1430

IS A SYSTEM FOR LOCAL TV OVERRIDE AVAILABLE?

Cherokee Yes Audio. Activated by Police Chief and City Manager
Aline
Amorita No
Burlington Available if funded
Byron No
Carmen No
Goltry

NEWSPAPERS:

ANNEX D

Name: Address: Phone: 405-
Cherokee Messenger & Republican, 216 S. Grand, Cherokee 596-3344
Master County News, Carmen, OK 987-2510

ANNEX D

APPENDIX 2 TO ANNEX D MEDIA ACCESS

I. PURPOSE.

The purpose of this appendix is to establish general policy for providing information to the public and equal access to certified representatives of legitimate news media during time of emergency.

II. CONCEPT OF OPERATIONS.

A. The following types of information shall be provided to the public by appropriate officials as soon as possible and in as much detail as possible.

1. Nature of disaster.

2. Location of disaster.

3. Time of disaster.

4. Number of casualties.

*5. Identification, age, sex, address
of casualties.

*6. Nature and severity of injuries.

*7. Condition of casualties and where
treated.

* **Only after notification of next of kin.**

8. Agencies involved in response.

9. Scope of agency involvement.

B. It is recognized that personnel involved in response to a disaster have certain responsibilities for the protection of life and property, and will be under varying degrees of mental and physical stress. It is also recognized that certified representatives of the news media should be provided every opportunity for equal access to the scene of a disaster response activity and to interview personnel when it is consistent with safety and effective operation.

III. COLLECTION AND DISSEMINATION OF INFORMATION.

The types of information outlined in II.A. above shall be collected and disseminated as soon as possible by the appropriate personnel as follows:

ANNEX D

A. Incident Commander, or his designated representative, will provide a timely evaluation of the disaster to the Public Information Officer, to be followed, as appropriate, by additional details as they are available.

B. Public Information Officer will be responsible for collection of information from the Incident Command Post, hospitals, and other sources and agencies. He/she will is also responsible for the dissemination of information directly to the news media, for preparation of news releases, and, where appropriate, for making announcements directly to the public via radio and/or television hookups. Under no circumstances should the names of casualties be released before notification of next of kin by appropriate officials.

IV. ACCESS FOR NEWS MEDIA REPRESENTATIVES.

In recognition of the public's right to know as much information as possible about a disaster, the various agencies involved in response will make every effort to cooperate by allowing certified representatives of legitimate news media equal access in information and scenes of response activities as appropriate. News media representatives are likewise required to cooperate with agency personnel as directed for safety and efficient operation.

A. Incident Commander, or his designated representative, will allow such access as consistent with safety and efficient operation.

B. EOC Public Information Officer will establish rules for media access to the EOC as appropriate to conditions.

ANNEX E

ANNEX E EVACUATION

I. PURPOSE.

This annex was developed to provide orderly and coordinated evacuation procedures for evacuation within **Master** County for predictable hazard prone areas as well as those situations that cannot be anticipated. Additionally, this annex strives to identify, and organize supporting transportation services for necessary evacuations.

II. SITUATION AND ASSUMPTIONS.

See Section II, Basic Plan.

III. CONCEPT OF OPERATIONS.

A. General.

1. When local conditions warrant evacuation, the Emergency Management Director, after conferring with the Policy Group, Coordination Group and Floodplain Administrators (listed in Annex A, Appendix 2), will alert the Sheriff and **Alpha** Police Department to warn all residents within the endangered area of the need to evacuate. It is also necessary to establish a system for the acquisition and effective use of available transportation in **Master** County during disasters.

2. If a dam breach is imminent or occurring at any of the numerous dams in or affecting **Master** County, the Dam Tenders will notify the **Alpha** Police Department dispatcher by the quickest means available. The dispatcher will notify the County Sheriff's office and all police departments and fire departments in the affected areas so that appropriate actions may be taken to protect lives and property. Additionally, the Dam Tenders will notify Lake Rangers to warn boaters, boating facilities, and the affected city officials.

B. Considerations.

1. There are several factors that must be considered when planning for evacuation. First among these are the characteristics of the hazard itself; magnitude, intensity and duration. These factors determine the number of people to be evacuated and available time. Another consideration is the availability of evacuation routes, their capacity, and vulnerability to the hazard.

2. If communities within **Master** County, or adjacent counties, are affected by a major disaster, it is possible that other communities in the county may be used as a reception area to provide food and lodging to those evacuated. See Appendices to Annex F for a list of emergency shelters that may be used to shelter evacuees.

ANNEX E

IV. TASK ORGANIZATION AND RESPONSIBILITIES.

A. Organization. See Annex A.

B. Task Assignments.

1. Coordination Group.

a. After coordinating with the Policy Group, the Floodplain Administrators and the EM Director, decide which areas of the county need to be evacuated and advise the Emergency Manager.

b. Advise Red Cross director of the need for shelters and coordinated use of pre-designated shelters.

c. Issue evacuation order through emergency service personnel, and the media.

d. Make press release to the media of the evacuation, area to be evacuated, and shelter(s) to be activated.

e. Coordinate evacuation with other jurisdictions as required.

f. Establish a Disaster Assistance Center as needed.

g. Provide transportation and other resources required to aid evacuation.

h. Request needed assistance from Oklahoma Department of Emergency Management.

2. Transportation Coordinator.

a. Responsible for identifying and assigning emergency transportation to the requesting organizations, or emergency services coordinators, and dispatching these vehicles to work sites or staging areas to provide the emergency transportation as requested.

b. Schedule and manage the use of vehicles provided from all sources along with a qualified driver for the equipment.

c. Establish/coordinate pickup points in the area and advise the emergency management director, sheriff's department, and the PIO who will notify the public.

d. Assist the Emergency Management Director in planning the scheduled evacuation of hospitals and nursing homes in the event of hazards or other threats to these institutions.

ANNEX E

e. Assist the Resources Coordinator in the development and maintenance of a current vehicle inventory within the **Master** County Resource Management Manual.

f. Task the Resources Coordinator with vehicle and driver requirements during any emergency.

g. Provide maintenance service and fuel to all equipment used to support emergency operations.

h. Keep records of equipment use, manhours, and associated costs. Provide this data to the Resource Coordinator during and after the disaster.

3. Resources Coordinator.

a. Ensure that all necessary mutual aid agreements (preferably written) are in place for the acquisition of emergency transportation.

b. Maintain an updated inventory of public and private vehicles for use by the Transportation Coordinator or other EOC staff to meet emergency needs.

c. Coordinate vehicle availability for emergency use with government departments and develops other sources of transportation which could be made available from the following agencies/sources:

- (1) United States Post Office.
- (2) Church buses.
- (3) Oklahoma National Guard.
- (4) School districts.
- (5) Business and commercial sources.

d. Recruit qualified volunteers to drive and load vehicles when the organization providing the equipment is unable to furnish operators.

4. Superintendents of Schools.

Develop a written mutual aid agreement with the Resource Coordinator that can be utilized for emergency transportation of people and/or supplies and provide the maximum number of school buses as requested.

5. County/State/Federal Departments & Agencies.

ANNEX E

Provide, as requested by the Resources Coordinator, and as available, the type and number of vehicles needed to meet emergency requirements. Equipment committed to disaster/emergency response as part of the department's responsibility will not be subject to redirection unless the EOC Chief of Operations directs they be diverted to higher priority use.

6. Local Churches and Business Firms.

Provide to the Resource Coordinator, where possible, transportation assets needed for movement of people or supplies in disaster or emergency situations.

V. DIRECTION AND CONTROL.

A. Flooding, Fire or Other Threat.

The chief elected official in the jurisdiction is the overall authority for evacuation efforts. All activities will be coordinated in the activated EOC or the incident site command post.

B. Hazardous Materials or Transportation Accidents.

When such an event occurs which may require evacuation, the Emergency Management Director will be notified and the EOC opened to ensure necessary services can be activated. Due to the specialized nature of hazardous materials response, a contingency plan has been developed and included in Annex Q.

VI. CONTINUITY OF GOVERNMENT.

See Section VI, Basic Plan.

VII. ADMINISTRATION AND LOGISTICS.

See Section VII, Basic Plan.

VIII. PLAN DEVELOPMENT AND MAINTENANCE.

Responsibility for updating and revising this Annex rests with the County EM Director and the Transportation Coordinator in coordination with the Resources Coordinator. Support in this effort of all participating departments and agencies is required.

IX. AUTHORITIES AND REFERENCES.

A. See Section IX, Basic Plan.

B. Federal Insurance Administration (FIA), FIA-2, Questions and Answers on the Flood

ANNEX E

Insurance Program.

C. FIA-13, Flood Emergency and Residential Repair Handbook.

D. References:

1. A Guide for Emergency Highway Traffic Regulation, FHWA-SA-88-023, US Department of Transportation, Federal Highway Administration, Office of Traffic Operations.

2. Glossary of Terms and Abbreviations, Transportation Preparedness Planning, DOT P 1945.1C; US Department of Transportation, Research and Special Programs Administration, Office of Emergency Transportation, Washington, DC 20590.

3. Department of Transportation, Crisis Action Plan, Order 1900.7D; US Department of Transportation, Office of the Secretary of Transportation.

4. US Department of Transportation, Region VI, Plan for Civil Transportation in a Defense Emergency, DOT RETCO VI Order 1900 1C.

5. CPG 2-15 Transportation Planning Guidelines for the Evacuation of Large Populations.

ANNEX F

HUMAN RESOURCES

I. PURPOSE.

This annex provides **Master** County, including its municipalities, with information on how to plan for emergency public assistance during a disaster situation. Public "Welfare Services" during times of disaster are designed to meet immediate needs of people during and after the disaster occurrence. Also this annex is concerned with providing shelter and care, from both public and private sources, to the local population and displaced persons in case of tornadoes, floods, winter storms, nuclear incidents, or other hazardous situations.

II. SITUATION AND ASSUMPTIONS.

See Section II, Basis Plan.

III. CONCEPT OF OPERATIONS.

General.

A. Primary responsibility for welfare services to disaster victims is assigned to the **Master** County Chapter of the American Red Cross (ARC). Welfare services will be provided through the coordinated efforts of the ARC, Department of Human Services (DHS) County Office, and other volunteer groups. This concept envisions emergency registration, congregate care, clothing distribution, and other assistance to be decentralized into the community requiring support insofar as possible, or from adjacent communities if damage precludes operating in the disaster area.

B. Reliance cannot be placed entirely on any single means for individual protection or shelters. A balanced combination of several methods must be utilized in a comprehensive shelter program. Normally, shelter will be assigned or utilized as follows: Public Schools, Churches, Government Buildings, Colleges/ Universities, and Private Buildings. See local phone books for names, addresses and phone numbers for coordination purposes.

C. In the event it becomes necessary to occupy emergency shelters the primary mode of transportation will be **walking**, supplemented by private vehicle. Transportation from staging area(s) to designated shelters, if needed, will be provided by the Resource Coordinator.

D. The following criteria is recommended to be used when selecting buildings/shelters for public use.

1. For tornado shelter, use basements of concrete construction that have a minimum number of windows.

2. For flood/storm shelter, consider elevation, surrounding topography and structural integrity.

ANNEX F

3. For chemical and biological shelter, consider the location of the hazard, the wind direction, the hazard duration, as well as the ability to "seal off" the structure from the outside hazard combined with the structure's internal ventilation system's capability to operate over long periods of time.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.

A. Organization. See Appendix 1 to Annex A.

B. Assignment of Responsibilities.

1. Policy Group.

a. Development of a complete shelter program. This includes an in-place plan for sheltering local residents and emergency shelter plan for displaced persons in the event of natural disaster or technological accident.

b. Shelter activities such as:

(1) Activating reception centers for registration, lodging, feeding and sheltering of the local population.

(2) Shelter surveys.

(3) Marking of shelters.

(4) Training of shelter managers.

(5) Providing shelter management kits and certain supplies.

(6) Providing public information and education.

(7) Activating and deactivating shelters as needed.

(8) Providing communications capabilities.

2. County ARC Executive.

a. Coordinating all emergency welfare service with the County Policy Group.

b. Develop and maintain emergency aid agreements with volunteer agencies.

c. Identify buildings suitable for use as lodging/shelters and make

ANNEX F

arrangements for their use in emergency.

- d. Ensure all lodging/shelters have appropriate staffing to provide necessary services, including care of unaccompanied children, the aged, and others needing special care.
- e. Supply shelters with water, food, bedding, clothing, and other supplies as required.
- f. Refer person(s) in need of medical care to appropriate facilities; obtain transportation if required.
- g. Register all persons in shelters or Registration Centers.
- h. Coordinate activities with state and federal agencies as necessary, request assistance from the State of Oklahoma Department of Emergency Management Emergency Operations Center (EOC) when local resources are depleted.
- i. Maintain communications with other emergency service organizations and operating emergency management EOCs.
- j. Provide volunteers adequate training for emergency operations.
- k. Coordinate welfare service planning with Shelter Managers and EOC Shelter/Mass Care Officers.
- l. Assist in shelter management and control.
- m. Identify facilities to be used for mass feeding.
- n. Notify participating agencies of mass feeding locations, when operational.
- o. Coordinate activities of all volunteer agencies during emergency response.
- p. Establish procedures to receipt and account for supplies procured.
- q. Keep all emergency management EOCs informed of welfare service activities.
- r. See Annex A for Disaster Contact for **Master** County American Red Cross.

3. Shelter/Mass Care Coordinator.

ANNEX F

- a. In coordination with the American Red Cross Executive (coordinator may be the ARC executive), the DHS County Director, and/or the Salvation Army Representative, is responsible for organizing, establishing, directing and monitoring the reception activities for processing the local population prior to and during a crisis.
 - b. Organize and operate lodging and feeding facilities.
 - c. Supervise operations of emergency shelters, when necessary.
 - d. Assist American Red Cross in operating emergency shelters in the event of natural disasters or nuclear incidents requiring evacuation of homes.
 - e. Coordinate requirements for volunteers, supplies, materials and financial assistance with Resource Coordinator, ARC and the DHS County Director.
 - f. Assist the ARC Chapter Executive in developing emergency welfare plans for his community.
 - g. Identify facilities for lodging/shelter and mass feeding within his community.
 - h. Coordinate emergency welfare activities with ongoing emergency operations and the EOC staff.
4. Superintendent(s) of Schools.

Ensure contracts or memorandums of agreement are prepared with county representatives for the use of buses for transport of evacuees as requested by the Transportation Officer. (See Annex A, Appendix 2 for names and phone numbers of superintendents in the county.)

5. County DHS Director.
- a. Assist in reception and registration of relocatees/displaced persons, within capabilities.
 - b. Assist ARC in staffing and operation of temporary shelters/congregate care facilities in the event of natural disaster or other emergencies requiring evacuation.
 - c. Provide individual assistance.
 - d. Purchase clothing for disaster victims when authorized.

ANNEX F

e. Provide financial assistance when needed and authorized.

6. Salvation Army. (as available)

The Salvation Army is also a key agency in and out of the county when shelters and shelter support are required. County representatives should make full use of their capabilities and experience.

a. Support shelter operations, particularly food service.

b. Provide clothing and other necessities to relocatees/displaced persons.

7. Oklahoma Volunteer Disaster Response Organizations. (See Appendix 2).

An affiliation of the Oklahoma Conference of Churches which can respond to disasters with:

a. Food.

b. Clothing.

c. Shelter.

d. Equipment and goods.

e. Communications.

f. Cleanup and reconstruction assistance.

g. Damage assessment assistance.

h. Transportation.

i. Notification.

j. Counseling.

k. Follow-up care after the emergency.

l. Advocacy for victims. (To assure that existing services and help are available to all who need them and qualify.)

V. DIRECTION AND CONTROL.

Emergency Shelters.

ANNEX F

Local residents will be sheltered as directed by county officials.

VI. CONTINUITY OF GOVERNMENT.

See Section VI, Basic Plan.

VII. ADMINISTRATION AND LOGISTICS.

A. Shelter Management.

Shelters will be operated in accordance with the standard American Red Cross procedures.

B. Communications.

The primary communications link between shelters and the EOC will be by telephone. In the event telephones are inoperative or overloaded, law enforcement personnel assigned to each shelter will provide radio communication using portable radios. Where possible, amateur radio operators could provide additional radio support.

VIII. PLAN DEVELOPMENT AND MAINTENANCE.

The Emergency Management Director and Shelter Coordinator are responsible for maintaining and updating this Annex. They must closely coordinate changes with the American Red Cross Chapter Executive serving **Master** County and the **Master** DHS County Director.

IX. AUTHORITIES AND REFERENCES.

A. Authorities.

See Section IX, Basic Plan.

B. References.

FEMA, Guidance for Development of an Emergency Shelter Stocking Plan, CPG 1-19.

FEMA, Sheltering and Care Operations, CPG 2-8.

FEMA, Guide for Increasing Local Government Civil Defense Readiness During Periods of International Crisis; State and Local Guide (SLG) 100. Section 6 is Illustrations of Shelter Upgrading Techniques. Section 13 is Actions to Increase Inventory of Public Shelter. Section 17 is Actions to Increase Operations Readiness of Public Shelter.

FEMA, Shelter Supplies, CPC 83-1.

ANNEX F

FEMA, Architectural Design Techniques for Emergency Protection and Energy Conservation, TR 86.

FEMA, How to Manage Congregate Lodging Facilities and Emergency Shelters, SM-11.

FEMA, Shelter System Officer Course, SM-355.

FEMA, Shelter Management Handbook, FEMA-59.

APPENDICES

Appendix 1 - Tornado/Severe Weather Shelters

Tab A - **Master** County Shelters

Appendix 3 - Oklahoma Volunteer Disaster Response Organizations Communication Chain (VOAD)

ANNEX F

APPENDIX 1 TORNADO/SEVERE WEATHER SHELTERS

GENERAL.

Since a function of the Emergency Management Director is to maintain a list of tornado shelters, evaluate new construction for suitability and answer questions from the public concerning tornado shelters, the following criteria are listed for tornado shelters:

- A. Only space located in fully or partially below-grade basements or subbasement must be concrete.
- B. Two types of potential tornado space are distinguished.
 1. Primary: The basement must be fully buried, and the floor over the basement must be concrete.
 2. Secondary: The basement may be either:
 - (a) Fully buried but with a wood floor over the basement, or
 - (b) Partially buried with a concrete floor over the basement but with no more than approximately 25% of the wall height exposed at any point other than at occasional stairwells, window wells, or area ways. No above ground wall may be of wood or metal stud construction.
 - (c) In secondary tornado shelter basements, areas not shielded from exterior windows by interior walls will not be considered as shelter space.
- C. The number of shelter spaces can be calculated from the useable floor area divided by six square feet per person.
- D. Citizens should be advised to plan for and prepare emergency shelters in or near the home. Local government facilities should not be relied upon for shelter because of liability issues and the difficulty of obtaining access after normal business hours. Many private shelters exist throughout the county.

ANNEX F

TAB A TO APPENDIX 1
TORNADO/SEVERE WEATHER SHELTERS
Master COUNTY

NORMAN

HALL PARK

LEXINGTON

MOORE

NOBLE

SLAUGHTERVILLE

ANNEX F

APPENDIX 2

OKLAHOMA VOLUNTEER DISASTER RESPONSE ORGANIZATIONS
COMMUNICATION CHAIN (Revised Oct 1997)
VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTERS (VOAD)

- | | |
|--|--|
| 1. Golan Winkler, President
Church of the Brethren
3345 S. Louisville, Tulsa, OK 74135 | Phone: (918) 747-5697 |
| 2. Linda Soos-Davis, Executive Sec.
P.O. Box 53365
Oklahoma City, OK 73152-3365 | Phone: (405) 521-2481
FAX: (405) 521-4053
(24 hr):(800) 800-2481 |

MEMBER ORGANIZATIONS AND THEIR SERVICES:

Adventist Community Services Provides Emergency feeding, clothing, bedding, counseling, child care and manages center to handle Donated Goods.

American Radio Relay League Provides Emergency Communications.

American Red Cross Provides feeding stations, mass or individual shelter, first aid, supplementary medical care and comfort kits.

Baptist General Convention of OK Provides Mobile/Mass Feeding, Child Care and communications services to disaster victims.

Catholic Disaster Relief Provides monetary help to disaster victims.

Christian Church (Disciples of Christ) Provides monetary help to disaster victims.

Church of Jesus Christ of Latter Day Saints Provides volunteers to help disaster victims.

Church of the Brethren Provides cleanup and rebuilding services.

Episcopalian Church Provides monetary help to disaster victims.

OK Mennonite Disaster Services Provides cleanup and rebuilding services to disaster victims.

OK Conference of Churches Provides monetary help to disaster victims.

OK REACT Teams Provides communications, crowd and traffic control.

Presbyterian Church Provides Organization and Funding Services to disaster victims.

ANNEX F

The Salvation Army Provides Spiritual Counseling, Registration, Medical Assistance, Temporary Shelter, Mobile and Mass feeding, Bedding and communications.

United Methodist Church Provides Spiritual & Emotional Counseling and Cash Grants to disaster victims.

ANNEX H

HEALTH AND MEDICAL

I. PURPOSE.

This annex establishes effective, workable procedures that will provide emergency health and medical service to the people of **Master** County during and after a natural or manmade disaster.

II. SITUATION AND ASSUMPTIONS.

See Section II, Basic Plan.

III. CONCEPT OF OPERATIONS.

General.

A. Emergency medical and public health service will be an extension of normal duties. Health/medical care will be adjusted to the size and type of disaster.

B. One of the primary concerns of public health officials is disease control. This involves the detection and control of disease causing agents, maintaining a source of pure water, and continuation of waste water disposal under disaster conditions.

C. In mass casualty situations, funeral home directors can be extremely useful for counseling victims of a disaster and the personnel conducting the response and recovery operations.

IV. TASK ORGANIZATION AND RESPONSIBILITIES.

A. Organization.

1. The **Master** County emergency health and medical organizational structure will remain as it currently exists. Each medical organization will operate as part of the county wide organization, rendering and receiving support and assistance in accordance with existing mutual aid agreements. The **Master** County Health & Medical Coordinator will act to coordinate the actions of medical personnel/facilities with each other and with other sources of medical aid.

2. Supporting Organizations.

a. County Health Department.

b. Area hospitals.

c. Medical clinics.

d. Medical, dental, veterinarian, nursing and medical technical personnel residing in the county.

ANNEX H

- e. Pharmacies.
- f. Funeral homes.
- g. Red Cross personnel and other resources.
- h. State agencies as required.
- i. Companies which own and service Portable Toilets.

B. Task Assignment and Responsibilities.

- 1. County Health Coordinator is responsible for:
 - a. Developing agreements and cooperation between:
 - (1) County medical society, nursing association and other professional groups.
 - (2) All hospitals, clinics, and other medical related facilities.
 - (3) Red Cross and other related organizations.
 - b. Planning and coordinating emergency medical services to include:
 - (1) Care of sick and injured.
 - (2) Sorting and evacuation of mass casualties.
 - (3) Patient transfer between facilities and their transportation.
 - (4) Responsible for providing medical, transportation, and other related support to handicapped and elderly persons during emergencies.
 - c. Plan and supervise health services to include:
 - (1) Inspection of food and water supplies.
 - (2) Insect and rodent control and other health measures to reduce the threat of disease.
 - (3) Immunization programs, when required.
 - (4) Environmental health services as needed.

ANNEX H

d. Assignment of doctors and nurses to larger shelters in coordination with the Emergency Management Director responsible for the shelters.

e. Coordinate with pharmacist and distributors of pharmaceuticals on the protection, movement, and distribution of critical medical supplies.

f. Develop a system to assemble medical personnel and equipment needed in an emergency.

2. Each City's Medical Coordinator acting on behalf of the County Health Coordinator is responsible for coordinating all medical and health service activities within the city. These responsibilities include those listed in paragraph IV, 1 above. He will inform the County Medical officer of all actions taken to ensure complete coordination of medical relief efforts.

a. He will also coordinate all support requirements, such as transportation or communication, with the EOC staff to ensure prompt support of medical requirements.

b. He will maintain current personnel rosters, facility lists and material location needed in emergencies to meet medical needs. A copy will be maintained in each city's Resource Data Book and another will be provided to the County Health Coordinator for information and reference.

V. DIRECTION AND CONTROL.

The **Master** County Health Coordinator is responsible for the direction and control of all public health activities. Within each community, the Health and Medical Coordinator will coordinate all public health activities and those of the private sector and keep the County Health Coordinator informed.

VI. CONTINUITY OF GOVERNMENT.

A. Lines of Succession.

The order of succession will be in accordance with local Standing Operating Procedures (SOPs).

B. Indispensable Operating Records.

Each involved agency will be responsible for determining and maintaining the records which are essential for post disaster assignment.

VII. ADMINISTRATION AND LOGISTICS.

A. Health Statistics.

ANNEX H

1. Vital Statistics. The Health Department will continue to collect vital statistics as under normal operating procedures.

2. Disease Statistics. Data related to disease out-break will be collected and forwarded to appropriate state and federal officials.

B. Testing and Inspections.

All testing of materials or substances will be accomplished under normal procedures used by the Health Department or the Department of Environmental Quality. Inspections will be conducted in normal fashion but with increased frequency.

VIII. PLAN DEVELOPMENT AND MAINTENANCE.

The County Emergency Health Medical Office will coordinate with the Emergency Management Directors, medical personnel and other agencies specified in this annex for this plan's development and maintenance.

IX. AUTHORITIES AND REFERENCES.

A. Authorities. See Section IX, Basic Plan.

B. References.

1. FEMA SLG 100, Guide for Increasing Local Government Civil Defense Readiness During Periods of International Crisis.

2. FEMA, CPG 1-6, Disaster Operations - A Handbook for Local Governments.

X. IMPLEMENTATION.

This annex will be implemented upon occurrence of a local disaster at which time a declaration of emergency may be made by county authorities.

APPENDICES

Appendix 1 - Hospitals/Long-Term Care Facilities/Nursing Homes

Appendix 2 - Sources of Health and Medical Assistance

ANNEX H

APPENDIX 1
HOSPITALS\LONG TERM CARE\NURSING HOMES

1. Hospitals, General Medical-Surgical:
 - a. Hospital: Master County Hospital
Address: 405 South Oklahoma Avenue, Alpha, OK 73728
Phone: 405-596-3501
Capacity: 20 beds 4 Bass

2. Long-Term Care Facilities\Nursing Homes
 - a. Home: The Carmen Home
Address: North Grand Street, Carmen, OK
Phone: 987-2485
Administrator: Rev. J. M. Lemon
Licensed for 65 beds

 - b. Home: The Carmen Home
Address: North Grand Street, Carmen, OK
Phone: 987-2485
Administrator: Rev. J. M. Lemon
Licensed for 65 beds

ANNEX H

APPENDIX 2

MASTER COUNTY SOURCES OF HEALTH AND MEDICAL ASSISTANCE

I. Additional sources of assistance and support.

A. County Health Department - See Appendix 2 to Annex A.

B. Ambulance Service:

Category of Service provided is EMT Basic Life Support.

Alpha FD, 1506 S. Main, Alpha, OK
Phone: Emergency 405-911 Bus 405-372-0517
Medical Freq 155.340

Alpha Municipal AMB. Serv. 323 N Harrison, Alpha, OK
Phone: Emergency Bus 918-225-3361
Medical Freq 155.340

OTHER AMBULANCE SERVICE

M.A.S.T. Helicopter, Fort Sill, OK
Phone: Emergency 442-4224 Bus 442-2815
Medical Freq 155.340

Mediflight 800-522-0212

C. Laboratories:

Enid Pathology Consultants, Inc., 323 West Alpha, Suite B,
Enid, OK Phone: 237-0171

Family Medical Laboratory, 915 East Garriott, Suite 3,
Enid, OK Phone: 233-4002

Northwest Oklahoma Pathologists, Inc., 330 South 5th
Street, Enid, OK Phone: 233-2611

D. End Stage Renal Disease Facilities:

Midwest Dialysis - Stillwater, 1323 W. 6th Ave,
Stillwater, OK Phone: 405-372-1480

E. Home Health Agencies:

Cushing Regional Hospital Home Health, 1027 East Cherry Street,
Cushing, OK Phone: 918-225-2915

ANNEX H

HomeCall of Stillwater, Inc., 419 S. Monroe,
Stillwater, OK Phone: 405-377-4434

Stillwater Medical Center Home Health Services, 305 S. 5th Street,
Stillwater, OK Phone: 405-372-1480

Family Home Health, 1004 E. Bryan, Sapulpa, OK
Phone: 918-224-4280

Drumright Home Health, 501 Lou Allard Drive,
Drumright, OK Phone: 918-352-4230

Olsten Kimberly Quality Care, 511 West Main,
Stroud, OK Phone: 918-968-9543

Prague Municipal Hospital Home Health Care, 1322 A Ave.,
Prague, OK Phone: 405-567-4100

Logan First Home Health, Highway 33 at Academy Road,
Guthrie, OK Phone: 405-282-6700

F. Listings are in local telephone directories for:

Physicians	Physical Therapists
Dentists	Chiropractic Physicians
Optometrists	Veterinarians
Pharmacies	Funeral Directors/Homes
Counselors	

G. Ambulatory Surgical Centers in **Master** County: None identified.

ANNEX I

LAW ENFORCEMENT

I. PURPOSE.

This annex identifies law enforcement responsibilities, coordination requirements, and management procedures for the protection of life and property during emergencies to include crisis relocation operations.

II. SITUATION AND ASSUMPTION.

See Section II, Basic Plan.

III. CONCEPT OF OPERATIONS.

General.

The Sheriff's Department will generally be able to provide adequate police control through existing mutual aid agreements. Emergency operations for law enforcement personnel are simply an expansion of their normal daily responsibilities. They include maintenance of law and order, traffic, and crowd control.

IV. TASK ORGANIZATION AND RESPONSIBILITIES.

A. Organization. See Basic Plan.

B. Task Assignments and Responsibilities.

1. County Sheriff's Dept.

a. Coordinate all law enforcement in the county.

b. Disseminate warnings throughout the county.

c. Coordinate relocation traffic control.

d. Coordinate mutual aid agreements.

e. Support emergency public safety activities.

f. Provide for the security, protection, and relocation of inmates in the County Jail.

2. City/Town Police Departments.

a. Maintain law and order.

ANNEX I

- b. Monitor communications for warnings.
- c. Initiate warning system in the city/town.
- d. Assist Sheriff by disseminating warnings to other communities.
- e. Provide mobile units for warning & evacuation.
- f. Provide security for key facilities to include; financial institutions, markets and one-stop facilities, pharmacies, hospitals (animal hospitals included), liquor stores and taverns, gun and hardware stores.
- g. Provide traffic control during shelter operations or other emergencies.
- h. Provide crowd control as required.
- i. Provide police officers to larger shelters for law enforcement and communications.
- j. Mark expedient emergency shelters.
- k. Provide warning to affected areas when localized flood conditions exists.
- l. Establish mutual aid agreements with cities and towns that are able to assist.
- m. Provide for the security, protection, and relocation of jail inmates.

V. DIRECTION AND CONTROL.

The County Sheriff is responsible for coordinating all law enforcement activities within the applicable jurisdiction. Mutual aid or other police support will function under the direction of their own director/chief while operating in the county. Law enforcement emergency operations will be directed from the EOC by the Sheriff or his/her representative. Routine operations will be in accordance with standard operating procedures. State and federal support may be called upon after all local police capability and mutual aid support has been exhausted.

VI. CONTINUITY OF GOVERNMENT.

See Section VI, Basic Plan.

VII. ADMINISTRATION AND LOGISTICS.

A. Passes.

ANNEX I

1. Experience has proven that there are instances where special passes are needed in a disaster area to control access to those with legitimate reasons for being in the area. Only under extraordinary circumstances will passes be required after a disaster. The decision to require passes will rest with the Policy Group and direction for use of passes will be given through the EOC. Police personnel will issue passes, or direct those seeking admittance to the Police Department to obtain them. Common sense and discretion must be used in issuing/not issuing passes as over enforcement can severely hamper relief efforts as much as under enforcement. Sample temporary passes and permanent passes are shown in Appendix 1.

2. The following vehicles and their occupants are exempt from pass requirements: marked utility company vehicles, military, city/state government vehicles, county vehicles, and relief agencies (Red Cross, Salvation Army, etc.) vehicles. Many emergency passes are already in existence (press cards and medical personnel identification) and they will be honored unless a reasonable question arises as to their authenticity. If such questions arise, the party should be directed to the Police Department for consideration of a temporary pass.

B. Communications.

Law Enforcement communications network information is contained in Annex B. The Sheriff will operate a base station in the EOC communication center during an emergency.

C. Resources.

A listing of available law enforcement resources are listed in Appendix 2.

D. Key Facilities.

A list of facilities which may require police protection or increased security, dependent upon the situation, should be maintained by the Sheriff's Office.

VIII. PLAN DEVELOPMENT AND MAINTENANCE.

The Sheriff's Office will continue the planning of all law enforcement operations related to emergency management within the county. A review and update of this Annex will be conducted annually by each law enforcement agency.

IX. AUTHORITY AND REFERENCES.

A. Authorities.

See Section IX, Basic Plan.

B. References.

ANNEX I

FEMA, State and Local Guide 100 (SLG 100); Guide for Increasing Local Government Civil Defense Readiness During Periods of International Crisis.

Law and Order Training for Civil Defense Emergency,
Student Manual - Part A SM-2.

Law and Order Training for Emergency Management - Part A
Instructor Guide (IG) IG-2.

Law and Order Training for Civil Defense Emergencies - Part B IG-2.1.

APPENDICES

APPENDIX 1 - Temporary Pass

TAB A - Sample Disaster Area Passes

APPENDIX 2 - Law Enforcement Resources

ANNEX I

Appendix 1
Temporary Pass



**Emergency Management
Official Vehicle
Temporary Pass**

Print Bearer's Name

Valid Until Date/Time

Issued on

Issuing Officer

The driver and occupants of this vehicle, upon presentation of authorized Emergency Management Identification Cards, are authorized to pass in connection with OFFICIAL EMERGENCY MANAGEMENT BUSINESS. This card is to be displayed "ONLY" while the vehicle and its occupants are on OFFICIAL Business in the disaster area(s).

CARD # _____ DATE _____

AGENCY _____

Emergency Management Director

ANNEX I

TAB A TO APPENDIX 1
SAMPLE DISASTER AREA PASSES

1. WORK PASS

<p style="text-align: center;"><u>WORK PASS</u> Authorized by COUNTY DISASTER UNIT Date _____</p> <p>Name _____ Address _____ _____ Signed _____</p>
--

2. VISITOR PASS

<p style="text-align: center;"><u>VISITOR PASS</u> Authorized by COUNTY DISASTER UNIT Date _____</p> <p>Name _____ Address _____ _____ Signed _____</p>

3. RESIDENT PASS

<p style="text-align: center;"><u>RESIDENT PASS</u> Authorized by COUNTY DISASTER UNIT Date _____</p> <p>Name _____ Address _____ _____ Signed _____</p>
--

ANNEX I

APPENDIX 2
LAW ENFORCEMENT RESOURCES
MASTER COUNTY

CITY OR SERVICE	SHERIFF		
Telephone Numbers (and alternate)			
# Vehicles w/radio			
Portable Generators			
Mobile Crime Lab			
Total Officers			
Dispatchers			
EMTs			
Bomb Disposal			
Scuba Trained			
Deps/Res/Aux			
Walkie-Talkie			
Bull Horns			
# Aircraft			
Communications Van			
K-9 Units			
OLETS Teletype (Yes/No)			

NOTE: The County Sheriff provides law enforcement for incorporated towns as indicated: **

One Oklahoma Department of Wildlife, Law Enforcement Game Warden, with vehicle and two-way radio system is located at _____. Central Office Ph: OK City 405-521-3719.

ANNEX I

APPENDIX 2 (Cont)
 LAW ENFORCEMENT RESOURCES
 MASTER COUNTY

CITY OR SERVICE			
Telephone Numbers (and alternate)			
# Vehicles w/radio			
Portable Generators			
Mobile Crime Lab			
Total Officers			
Dispatchers			
EMTs			
Bomb Disposal			
Scuba Trained			
Deps/Res/Aux			
Walkie-Talkie			
Bull Horns			
# Aircraft			
Communication Van			
K-9 Units			
OLETS Teletype (Yes/No)			

NOTE: The County Sheriff provides law enforcement for incorporated towns as indicated: **

One Oklahoma Department of Wildlife, Law Enforcement Game Warden, with vehicle and two-way radio system is located at _____. Central Office Ph: OK City 405-521-3719.

ANNEX J

PUBLIC WORKS

I. PURPOSE.

This Annex establishes procedures and priorities for the use of all county maintenance and/or public works departments in response to an emergency or disaster in **MASTER** County.

II. SITUATION AND ASSUMPTIONS.

See Section II, Basic Plan.

III. CONCEPT OF OPERATIONS.

General.

County Maintenance and/or Public Works Department responsibilities during periods of emergency require them to take necessary actions to prevent damage to public services, facilities and streets, and to restore them to normal operations, if damaged. County Maintenance and/or Public Works must also support Emergency Service Departments with actions to control damage and prevent loss of life. Priority of work for County Maintenance and/or Public Works during an emergency is the maintenance, or restoration, of water systems, sewage systems, and main transportation routes in that order.

IV. TASK ORGANIZATION AND RESPONSIBILITIES.

A. General.

Most of the departments within the county governments have emergency functions related to their normal duties. County maintenance and/or public works departments will establish workable procedures for the maintenance, direction of repair and the restoration of vital functions within the community, including use of personnel and equipment to work on priority tasks. A current inventory of available resources is critical to this planning and prioritization of work. Coordination should also be made with other communities for use of equipment to aid in disaster response.

The Policy Group will approve and coordinate tasks not considered to be within the scope of normal department operations.

Mutual aid agreements should be arranged with neighboring communities and neighboring counties.

CALL OKIE - 1-800-522-6543 system should be used and disseminated to the public for use two working days prior to any digging.

B. Task Organization.

ANNEX J

County Maintenance and/or Public Works Departments are responsible for the following:

1. Repair of roads, bridges and access to shelters.
2. Emergency sign preparation and assistance to law enforcement for posting signs and erecting barricades.
3. Clearing debris, trees, etc. from roads.
4. Maintain equipment for emergency use.
5. Snow removal and assistance to stranded motorists.
6. Provide earthmoving equipment for emergency use.
7. Other duties as assigned by the EOC.

V. DIRECTION AND CONTROL.

See Section V, Basic Plan.

VI. CONTINUITY OF GOVERNMENT.

See Section VI, Basic Plan.

VII. ADMINISTRATION AND LOGISTICS.

See Section VII, Basic Plan.

VIII. PLAN DEVELOPMENT AND MAINTENANCE.

See Section VIII, Basic Plan.

IX. AUTHORITIES AND REFERENCES.

See Section IX, Basic Plan.

ANNEX K

FIRE AND RESCUE

I. PURPOSE.

This annex establishes a sound and effective fire and rescue plan to be used in emergency or disaster situations. The goal of this plan is to ensure a rapid, coordinated response to any emergency to save lives, reduce personal injuries and damage to property. An additional goal is to ensure prompt location and rescue of trapped people in the disaster area and to recover the deceased.

II. SITUATION AND ASSUMPTIONS.

See Section II, Basic Plan.

III. CONCEPT OF OPERATIONS.

General.

The responsibilities of a Fire Department in disaster situations are basically the same as those they perform daily. Their primary responsibility is to save life followed by fire suppression. In addition selected fire personnel may be trained in specialized skills such as Emergency Medical Technicians, advanced first aid, and extraction procedures. (See the Appendix to this Annex, for the resources of the Fire Departments within the county and those other fire services that provide mutual aid.)

IV. TASK ORGANIZATION AND RESPONSIBILITIES.

A. Fire Department.

1. Fire suppression.
2. Operate warning system.
3. Respond to hazardous material accidents/incidents.
4. Assist radiological protection measures.
5. Enforce fire code and fire prevention program.
6. Conduct search and rescue operations.

B. Mutual Aid Fire Department.

Provide fire units to assist in fire fighting and rescue operations when called upon in accordance with existing agreements.

V. DIRECTION AND CONTROL.

ANNEX K

See Section V, Basic Plan and Annex I.

VI. CONTINUITY OF GOVERNMENT.

A. Lines of succession for fire department(s) responding will be according to each department's established procedures.

B. Each responding Fire Chief will maintain control of his unit(s).

VII. ADMINISTRATION AND LOGISTICS.

A. Communications.

Fire communications networks are shown in Annex B.

B. Resources.

A list of available fire departments and their resources is attached as an Appendix to this Annex.

VIII. PLAN DEVELOPMENT AND MAINTENANCE.

A. The Fire Chief will coordinate the planning of all fire services related to emergency management operations.

B. Responsibility for development and maintenance of this Annex rests with the Fire Chief and the EM Director.

IX. AUTHORITIES AND REFERENCES.

FEMA-127, Attack Environment Manual, Chapter 3; What the Planner Needs to Know About Fire Ignition and Spread.

FEMA, Student Manual (SM) 9.2A Support Assistance for Fire Emergencies.

FEMA, SM 9, Rescue Skills and Techniques.

FEMA, CPG 1-6 Disaster Operations - A Handbook for Local Governments.

APPENDIX

APPENDIX 1 - Fire/Rescue Resources

ANNEX K

APPENDIX 1
FIRE/RESCUE RESOURCES

Community		ALPHA FIRE DEPARTMENT	
Phone #	967-3377	Ambulances	0
Alternate #		Trained EMTs	0
Fire Stations	1	First Responders	1
Base Stations	1	Sedans	0
Mobile Radios	3	Utility Trucks	0
Pagers	18	Pick-up Trucks	0
Hand-Held Radios	9	SCBAs/Spare Bottles	8/8
Paid Manpower	0	Generators	1
Volunteers	18	Light Systems	0
Pump Engines	Total of 2	Wreckers	0
a. 500 GPM	0	Gasoline Trucks	0
b. 750 GPM	1	Boats	0
c. 1000 GPM	1	Mutual Aid with:	
d. 1250 GPM	0	a. *HCFFA	b.
e. 1500 GPM	0	c.	d.
Ladder Trucks	0	e.	f.
Elev.Platforms	0	g.	h.
Brush Pumpers	1	i.	j.
Tanker Trucks	0	k.	l.
Rescue Calls (Yes/No)	Yes	Other Resources: Jaws of Life, float pump, other special equipment.	
Crash-Fire Rescue(Yes/No)	Yes		
Underwater Rescue(Yes/No)	No		
Rescue Squads (Yes/No)	Yes		

Note: Indicate numbers of equipment/personnel available.

*HCFFA = Haskell County Fire Fighters Association

ANNEX K

APPENDIX 1 (Cont)
FIRE/RESCUE RESOURCES

Community		BRAVO FIRE DEPARTMENT	
Phone #	967-3377	Ambulances	0
Alternate #		Trained EMTs	0
Fire Stations	1	First Responders	1
Base Stations	1	Sedans	0
Mobile Radios	3	Utility Trucks	0
Pagers	18	Pick-up Trucks	0
Hand-Held Radios	9	SCBAs/Spare Bottles	8/8
Paid Manpower	0	Generators	1
Volunteers	18	Light Systems	0
Pump Engines	Total of 2	Wreckers	0
a. 500 GPM	0	Gasoline Trucks	0
b. 750 GPM	1	Boats	0
c. 1000 GPM	1	Mutual Aid with:	
d. 1250 GPM	0	a. ALPHA	b. BETA
e. 1500 GPM	0	c.	d.
Ladder Trucks	0	e.	f.
Elev.Platforms	0	g.	h.
Brush Pumpers	1	i.	j.
Tanker Trucks	0	k.	l.
Rescue Calls (Yes/No)	Yes	Other Resources: Jaws of Life, and other special equipment.	
Crash-Fire Rescue(Yes/No)	Yes		
Underwater Rescue(Yes/No)	No		
Rescue Squads (Yes/No)	Yes		

Note: Indicate numbers of equipment/personnel available.

ANNEX K

APPENDIX 1 (Cont)
FIRE/RESCUE RESOURCES

Community		CHARLEY FIRE DEPARTMENT	
Phone #	967-3377	Ambulances	0
Alternate #		Trained EMTs	0
Fire Stations	1	First Responders	1
Base Stations	1	Sedans	0
Mobile Radios	3	Utility Trucks	0
Pagers	18	Pick-up Trucks	0
Hand-Held Radios	9	SCBAs/Spare Bottles	8/8
Paid Manpower	0	Generators	1
Volunteers	18	Light Systems	0
Pump Engines	Total of 2	Wreckers	0
a. 500 GPM	0	Gasoline Trucks	0
b. 750 GPM	1	Boats	0
c. 1000 GPM	1	Mutual Aid with:	
d. 1250 GPM	0	a. ALPHA	b. BETA
e. 1500 GPM	0	c.	d.
Ladder Trucks	0	e.	f.
Elev.Platforms	0	g.	h.
Brush Pumpers	1	i.	j.
Tanker Trucks	0	k.	l.
Rescue Calls (Yes/No)	Yes	Other Resources: Jaws of Life.	
Crash-Fire Rescue(Yes/No)	Yes		
Underwater Rescue(Yes/No)	No		
Rescue Squads (Yes/No)	Yes		

Note: Indicate numbers of equipment/personnel available.

ANNEX L

DELETED

ANNEX N

RESOURCE MANAGEMENT

I. PURPOSE.

This annex provides for the proper coordination of resources to respond effectively to an emergency. County resources will be the most available during a county emergency and should be used accordingly; however, as county resources become depleted, mutual aid resources and state resources may be requested.

II. SITUATION AND ASSUMPTIONS.

See Section II, Basic Plan.

III. CONCEPT OF OPERATIONS.

General.

It is the responsibility of local government to protect lives and property of local citizens. Among the actions to be taken toward this end are the following: commit all resources necessary to protect lives or property and restore the community to normal. When all local resources have been expended, request assistance through the Oklahoma Department of Emergency Management. Emergency Managers (county/city/town) should maintain a Resources Management Manual that contains lists of local resources that can be used during an emergency.

IV. TASK ORGANIZATION AND RESPONSIBILITIES.

During any emergency, local government will coordinate essential resources to be used to restore essential services and aid disaster victims. The aim of this Resources Management Annex is to utilize available resources and trained personnel to carry out each required task effectively. One of the day-to-day functions of Emergency Management Director is to ensure that planning, identification and training of all resources is accomplished prior to any emergency. Among the many resources needed during an emergency are the following:

A. Heavy Equipment.

1. Machinery for clearing debris.
2. Bulldozers.
3. Backhoes.
4. Draglines.
5. Cranes.

B. Specialized Equipment.

ANNEX N

1. Chain saws.
2. Fire fighting equipment.
3. Water pumps.
4. Rescue equipment.
5. Generators.
6. Portable Toilets.

C. Temporary Shelters.

1. American Red Cross Shelters.
2. Hotels and motels.
3. Public facilities.
 - a. Schools, colleges and universities.
 - b. Parks and recreation buildings.
 - c. Other government buildings.
4. Private facilities.
 - a. Churches.
 - b. Clubs and resorts.
 - c. Office buildings.
 - d. Stores.

V. DIRECTION AND CONTROL.

The Resource Coordinator, under the direction of the Emergency Management Director, will be responsible for the acquisition, distribution, management, and coordination of resources and supplies. The Resources Management Manual(s) will be used to identify and list available sources from which needed resources can be obtained during emergencies. The Resource Coordinator will develop and maintain the Resources Management Manual for use during times of crisis. Routine checks of supplies and equipment availability will be made to ensure the manual is accurate.

ANNEX N

VI. CONTINUITY OF GOVERNMENT.

See Section VI, Basic Plan.

VII. ADMINISTRATION AND LOGISTICS.

A. Communications.

The communication network required to obtain resources in times of emergency is a responsibility of the EOC Communications Officer and must remain functional during an emergency.

B. Resources.

A copy of the County Resources Management Manual(s) will be maintained in the EOC for ready reference.

C. Records.

The Resource Coordinator will keep records of any material, supplies, and equipment used from private sources during an emergency and forward them to the County Clerk for settlement following the emergency, if required.

VIII. PLAN DEVELOPMENT AND MAINTENANCE.

See Section VIII, Basic Plan.

IX. AUTHORITIES AND REFERENCES.

A. Authorities. See Section IX, Basic Plan.

B. References.

FEMA, State and Local Guide 100 (SLG 100); Guide for Increasing Local Government Civil Defense Readiness During Periods of International Crisis.

State Emergency Operations Plan, State of Oklahoma.

County Resources Management Manual.

County Commissioners Inventory Reports.

APPENDICES

APPENDIX 1 - Map - Equipment Yard and Staging Area Locations

APPENDIX 2 - Potential Staging Areas

APPENDIX 3 - Listing of Portable Restroom/Toilet Resources

ANNEX N

APPENDIX 1
EQUIPMENT YARD AND STAGING AREA LOCATIONS

All phones are in Area Code 405:

District # 1	Byron, SE part of town	474-2421
	Burlington, S of Hwy 11	431-2321
District # 2	Cherokee, 5th & Euclid	596-2146
District # 3	Helena, 1st & Kingman Sts.	852-3249

Primary Staging Area....

Secondary Staging Area..

INSERT MAP OF COUNTY

NOTE: A County Equipment inventory report is available from the County Commissioner's office at the courthouse.

ANNEX N

APPENDIX 2 (TAILOR TO COUNTY)POTENTIAL STAGING AREAS

I. PURPOSE.

This Appendix provides the necessary information for locating Staging Areas (SAs) in **Master** County. The use of Staging Areas is an extension of the Incident Command System and provides for the orderly reception and dispatch of emergency resources. Use of staging areas enhances the response phase of the comprehensive emergency management system during disasters. They can be used when dealing with disasters that are within the capabilities of county and city governments as well as when receiving outside assistance from state and federal governments.

II. SITUATION AND ASSUMPTIONS.

See Section II, Basic Plan.

III. CONCEPT OF OPERATIONS.

A. General.

Both a primary and secondary staging areas is identified for **Master** County.

B. Characteristics.

Staging Areas should be large enough to provide for the following:

1. Accommodate parking for all wheel vehicles.
2. Two access roads; entrance and exit.
3. Marked landing zone for rotary wing aircraft.
4. An administrative area for the Staging Area Coordinator and his/her assistants to accomplish their tasks.
5. Have two types of communication available within the Staging Area.

IV. STAGING AREA LOCATIONS.

A. General.

In view of the geographical shape of **Master** County, two staging areas were selected. The first (primary) is central to the county for the purpose of supporting the central and eastern portions. The second, located to the western side of the county with the intent of supporting the west to central portions.

ANNEX N

B. Locations.

1. Primary Staging Area.

The primary staging area is located across from Alpha High School, on 7th Street between NW "K" Street and Panther Lane (See appendix 1).

2. Secondary Staging Area.

The secondary staging area is located in Whitefield, at the intersections of State Highways 9 and 2, across from and adjacent to the Coates Superette store (See appendix 1).

3. **Alpha** Municipal Airport.

The Alpha Municipal Airport is located northeast of the City of Alpha. It is a small municipal airport and should take careful note of the following Airport data.

Latitude:	36-47.00N	Longitude:	98-21.02W
Elevation:	1177'(E)	Location Identification:	OK60
From City:	03N	Owner:	City of Cherokee 1(405)596-3052
Runways:	17/35-3790' Asphalt	Airport Contact:	Don Groves, City Manager 1(405)596-3052
Lights:	LIRL, VASI	Fuel:	100LL
Radio:	CTAF 122.9	Attended:	Unattended

REMARKS:

Runway Lights Dusk-Dawn.

ANNEX N

APPENDIX 3 (East)
 LISTING OF PORTABLE RESTROOM/TOILET RESOURCES

<u>Name of Company</u>	<u>Address</u>	<u>Phone #</u>
Triple A,	Box 212, Springdale, AR	501-751-1316
Ever-Ready Jons of OK,	7248 E Seminole, Tulsa, OK	918-835-3762
Johnny On The Spot,	126 N Erie Place, Tulsa, OK	918-838-0636
Nail's Chem-O-Let Portable Toilets,	424 E Kalamazoo Ave, Muskogee, OK	918-687-3521
Porta-John of Tulsa,	7417 E Reading Place, Tulsa, OK	918-836-8657
Roto-Rooter Portable Toilet Service,	8125 Skelly Drive, Tulsa, OK	918-622-6996
Triple A Plumbing,	McAlester, OK	918-423-4113

ANNEX N

APPENDIX 3 (West)
LISTING OF PORTABLE RESTROOM/TOILET RESOURCES

Name of Company	<u>Address</u>	<u>Phone #</u>
ARA Equip Rental & Sales, Portable Toilets	2318 W. Gore Blvd, Lawton	353-3258 or 355-1537
Big Bob's Lease A John,	5202 SW 11th, Lawton	1-800-348-6592
BFI Portable Services,	4625 S Rockwell, OK City	745-2941
Port-O-Let,	7701 Classen Blvd, OKC	848-7907
Caddo Chemical Can Co,	2232 NE 4, OKC	236-4431
	Toll Free Dial"1" then 800-522-4288	
Crossland's Rent-All & Sales Co.	716 SE 29, OKC	1-800-522-4944
Custom Disposal Service,	7 W. Broadway, Ardmore	223-0404
Tri-County Toilet Rental,	Rt 1, Clinton, OK	323-4520

ANNEX P

DAMAGE ASSESSMENT

I. PURPOSE.

This annex provides guidelines for the assessment of damage resulting from disasters that may occur within the community.

II. SITUATION AND ASSUMPTIONS.

See Section II, Basic Plan.

III. CONCEPT OF OPERATIONS.

General.

Disaster intelligence is a tool for action and involves the complete cycle in which information about an event is collected, processed, evaluated, and disseminated to those who need it. This is a key process in caring for the short and long-term disaster needs of the people in the community. Damage assessment, which is an element of disaster intelligence, is an appraisal or determination of the actual effects on human, economic and natural resources resulting from an emergency or disaster. Delayed assessments may cause hardship as well as erode confidence in the ability of the community to react in time of emergency. Although a rapid preliminary assessment is desirable and should be reported to the State EOC as soon as possible, a more accurate assessment should be compiled as soon as weather and other local conditions permit. Trained observers should be used to assess actual damage.

IV. TASK ORGANIZATIONS AND RESPONSIBILITIES.

A. General.

Disaster intelligence and damage assessment are two functions that must be properly conducted in order to properly respond to and recover from an emergency or disaster.

B. Task Assignment and Responsibility.

1. The Policy Group.

Responsible for directing and controlling emergency functions, both public and private, in disaster relief operations.

2. The Emergency Management Director responsibilities.

a. The Emergency Management Director should be located in the EOC and will be responsible to the Policy Group for overseeing all disaster intelligence and damage assessment activities.

ANNEX P

b. Using information received from the Damage Assessment Officer, advise the Policy Group on resource shortfalls, and coordinate with volunteer groups, surrounding jurisdictions, and the State EOC to obtain additional resources needed by the community.

c. Insure that all information and Structural Damage Assessment reports (Appendix 1, Tab A) are completed and summarized on the Structural Damage Assessment Summary Worksheet (Appendix 1, Tab B) which will be forwarded to the Oklahoma Department of Emergency Management (OEM) as soon as they become available.

d. Insure that coordination is made with OEM and the Federal Emergency Management Agency (FEMA) in scheduling and conducting joint preliminary damage assessments if the joint surveys are required. This coordination will be made through OEM.

3. The County Damage Assessment Officer.

a. It is recommended that the Damage Assessment Officer be located in the EOC and be responsible to the Emergency Management Director for the operation of damage assessment teams and for receiving and compiling all damage reports.

b. Activate the teams to assess damage to public and private property; assign teams to the areas which are to be surveyed; and, coordinate the surveys with other groups.

c. Compile all damage assessment team reports and reports from other sources, such as the American Red Cross. Provide this information to the Emergency Management Director, (See Appendix 1).

d. Assist the Emergency Management Director in establishing the recommended sequence of repairs and priorities for restoration of facilities by the appropriate service organizations.

4. Damage Assessment Teams.

a. The Damage Assessment teams, each of which should consist of a minimum of three individuals, a team leader/recorder, an observer and a driver, are responsible for particular portions (quarters) of the city or county.

b. Response activities when a disaster occurs are as follows:

(1) Damage Assessment Teams report to EOC for assignment instructions.

ANNEX P

(2) Damage Assessment Teams record damage information, plot locations on maps, and take pictures if the situation permits. NOTE: Team members must not interfere with First Responder personnel.

(3) Teams return the information they collect to the Damage Assessment Officer at the EOC and receive further instructions.

(4) The Damage Assessment Officer compiles all information received from the teams and provides same to the Emergency Management Director.

5. The American Red Cross (ARC).

a. The American Red Cross, by ARC Regulation 3029, is required to submit a preliminary damage assessment survey of homes to the operations headquarters of the jurisdiction involved in a disaster within 24 hours and submit a detailed damage assessment within 72 hours.

b. A copy of the Red Cross damage survey information is provided to the State EOC.

V. DIRECTION AND CONTROL.

See Section V, Basic Plan.

VI. CONTINUITY OF GOVERNMENT.

See Section VI, Basic Plan.

VII. ADMINISTRATION AND LOGISTICS.

A. Reports and Records.

1. Damage assessment report forms will be forwarded to OEM.
2. See Appendix 1 for Damage Report Forms.
3. Sufficient records will have to be maintained to document all costs to the community caused by the disaster.

B. Individual Relief Assistance

All individual disaster assistance provided by the government will be administered with policies set forth by the Oklahoma Department of Emergency Management and those Federal agencies providing such assistance.

C. Public Relief Assistance

ANNEX P

All public relief disaster assistance provided by the government will be administered with policies set forth by OEM and those Federal agencies providing such assistance.

VIII. PLAN DEVELOPMENT AND MAINTENANCE.

See Section VIII, Basic Plan.

IX. AUTHORITIES AND REFERENCE.

A. See Section IX, Basic Plan.

B. Oklahoma Department of Emergency Management Publication: Local Government Guide To Disaster Response Operations.

C. Oklahoma Department of Emergency Management Publication: Documenting Disaster Damage for Public Assistance.

APPENDICES

Appendix 1 - Damage Assessment for Recovery Operations

Tab A - Structural Damage Assessment Form (OEM Form DA-1)

Tab B - Structural Damage Assessment Summary Worksheet (OEM Form DA-2)

Tab C - Infrastructure Damage Assessment Form Assistance, (OEM Form DA-3)

Tab D - Support Documentation For Business Injury (OEM Form DA-4)

Forms under revision

ANNEX P

APPENDIX 1 TO ANNEX P DAMAGE ASSESSMENT FOR RECOVERY OPERATIONS

I. PURPOSE.

This appendix provides guidelines for conducting on going damage assessment and reporting operations following a disaster for the purpose of restoring the community to its pre-disaster condition and obtaining assistance from the State and/or Federal Government.

II. SITUATION AND ASSUMPTIONS.

A. Situation.

1. When a disaster/emergency occurs that is of such severity and magnitude that effective response is beyond the capabilities of the affected local government the jurisdiction can request assistance from the State and/or Federal government.

2. OEM is the point of contact at the State level of government for communities that need assistance during emergencies or disasters.

3. In order to determine if state and/or federal recovery assistance can be made available, it is imperative that the local community/jurisdiction provide accurate and timely damage assessment information to OEM on a continuing basis, following a disaster.

B. Assumptions.

1. Local communities will develop and train damage assessment teams.

2. Local communities will request State and Federal assistance through OEM, and provide copies of their damage assessment reports as a part of their requests.

3. OEM will provide an orderly and continuing means of assistance by the State government to local governments in carrying out their responsibility to alleviate the suffering and damage that results from major disasters and emergencies.

III. INDIVIDUAL ASSISTANCE RECOVERY OPERATIONS:

A. General.

1. The Structural Damage Assessment Form, OEM Form DA-1, will be used to record damage information collected by the Structural Damage Assessment Teams. These forms, the results of the survey, will be summarized by the Damage Assessment Officer on the Structural Damage Assessment Summary Worksheet (OEM Form DA-2) that should be provided to OEM as soon as possible.

2. Following the initial structural damage survey that is completed shortly after

ANNEX P

the occurrence of a disaster, the damage assessment teams should conduct a Comprehensive Structural Damage Assessment Survey to get more detailed information of the type and severity of the damages as well as accurate insurance information again using OEM Form DA-1.

3. Copies of these updated assessment forms should be forwarded to the state office as soon as they are completed.

4. OEM will contact the local jurisdiction to schedule joint damage surveys if they are required.

5. Following the joint damage surveys and if a Presidential disaster declaration for individual assistance is declared, the State office will coordinate with the local jurisdiction to establish a disaster assistance center or recovery service center, and continue to work with the local government during the assistance process.

B. Information Required By The State.

1. A Declaration of a State of Emergency (See Annex A, Appendix 4, Tab E for example) signed by the Chief Elected Official(s). Note: Damage Assessment Reports are used to determine if damage is sufficient to warrant a declaration of emergency.

2. Copies of all Structural Damage Assessment Reports.

3. A map of the community, marked to show the most serious areas, then the major damaged areas, and areas which received minor damage.

4. Any requests for assistance should be documented in writing.

IV. PUBLIC ASSISTANCE RECOVERY OPERATIONS.

A. General.

1. The Infrastructure Damage Assessment Form (OEM Form DA-3), which is used for consolidating and reporting public sector damage (infrastructure) information (See Tab C) is the same form that will be used by the State in determining the need for setting up joint federal/state/local preliminary damage assessments.

2. Following the initial public property damage surveys, the damage assessment officer should continue to work with local department heads to get more detailed information of the type and severity of the damages that occurred to the public sector, as well as accurate insurance information.

3. As this updated information becomes available it should be forwarded to OEM either by FAX or by Phone. **Only the major damage and destruction needs to be reported to the State.**

ANNEX P

4. The OEM will contact the local jurisdiction to schedule joint damage surveys if they are required for either public assistance or individual assistance.

5. Following the joint damage surveys, and if a Presidential disaster declaration for public assistance, (or a Gubernatorial declaration for public assistance) is declared, the State office will set up applicant briefings to begin the public assistance process.

B. Information Required By The State.

1. A Declaration of a State of Emergency (See Annex A, Appendix 4, Tab E for example) signed by the Chief Elected Official. Note: Damage Assessment Reports are used to determine if damage is sufficient to warrant a declaration of emergency.

2. A copy of the Notice of Interest Form, or a phone call that provides the same type of information.

3. Requests for specific assistance may be made telephonically, by radio, FAX or E-Mail.

V. BUSINESS AND INDUSTRY ECONOMIC INJURY.

A. General.

1. The Supporting Documentation for Business and Industry (OEM DA-4) will be used to record information collected relating to economic loss to business and industry.

2. While the comprehensive structural damage assessment survey is being completed, information should be collected on damage to business and industry. This information will form the basis for a request to the Small Business Administration for a disaster declaration.

3. Copies of the OEM Form DA-4 should be forwarded to the state office as soon as they are completed.

B. Information Required By The State.

1. A Declaration of a State of Emergency (See Annex A, Appendix 4, Tab E for example) signed by the Chief Elected Official. Note: Damage Assessment Reports are used to determine if damage is sufficient to warrant a declaration of emergency.

2. A copy of the Notice of Interest Form, or a phone call that provides the same type of information.

3. Requests for specific assistance may be made telephonically, by radio, FAX or E-Mail.

ANNEX P

TABS (refer to OEM Handouts)

- Tab A - Structural Damage Assessment Form (OEM Form DA-1)
- Tab B - Structural Damage Assessment Summary Worksheet (OEM Form DA-2)
- Tab C - Infrastructure Damage Assessment Form Assistance, (OEM Form DA-3)
- Tab D - Support Documentation For Business Injury (OEM Form DA-4)

ANNEX Q

HAZARDOUS MATERIALS

I. PURPOSE.

The purpose of this annex is to identify and reduce/remove the threat to public health and safety which may result from an accident involving hazardous materials. This annex covers both fixed-site and transportation accidents.

II. SITUATION AND ASSUMPTIONS.

See Section II, Basic Plan

III. CONCEPT OF OPERATIONS.

General.

A. Hazardous material accidents require early identification of the hazardous material to formulate a plan of action to handle the emergency. Response should be directed toward containing the hazardous material and/or evacuating those threatened by potential exposure to the material. After the threat has been stabilized by containment and evacuation, if necessary, the next step is to safely clean up the material.

B. The person receiving a report of a hazardous material release should obtain as much information as possible upon being notified of a spill/leak. The form at Appendix 1 serves as a guide to secure critical information which should, if possible, be passed to emergency response personnel prior to their arrival on the scene. Frequently, additional information pertaining to the nature of the hazard is needed. Appendix 2 contains a list of sources of information and potential responding agencies. Contacts should be established early to insure these organizations or agencies can provide timely information or data.

C. Responding units should treat all spills as hazardous until the material(s) can be identified as to their safety.

1. At transportation accident sites, hazardous materials may be identified by shipping papers, ID numbers, placards, labels on containers, or verbally by the truck driver or railroad conductor/engineer.

2. At fixed-site incidents, pre-fire plans, NFPA 704-Diamond container labels and/or information obtained from site employees may be used to identify hazardous materials contained within the site.

D. To the extent possible, operations should be:

1. Upwind
2. Uphill
3. Upstream

ANNEX Q

E. Emergency vehicles should be backed in and operators should be prepared to move them if conditions worsen.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.

A. General.

See Section IV, Basic Plan.

B. Organization.

1. The individual designated as the community emergency coordinator (usually the emergency manager) must be notified immediately if a hazardous materials spill or release is large enough to require the activation of the Local Emergency Planning Committees' Emergency Response Plan.

2. Appendix 3, this annex, depicts a typical layout for a HAZMAT operation. The size of the spill, characteristics of the material, and potential threat determine the structure of the emergency response effort. A small spill may require only an Operations Commander, but a larger spill additionally may require all or part of the following:

- a. Incident Commander.
- b. EOC activation.
- c. Staging area.
- d. Decontamination site.

3. In any case, an incident report should be submitted to the Oklahoma Department of Emergency Management.

C. Task assignment and responsibility.

1. Incident Command System (ICS).

a. Incident Commander.

The Incident Commander will initially be the senior first responder present at the scene. As (or/if) the incident progresses and more experienced and trained personnel arrive on site, command may be relinquished to a more experienced person. This will normally be the senior fire service officer, on-site, from the local municipal fire department, or if the incident/accident is outside corporate limits, from the closest municipal department. (THE EXCEPTION TO THIS WILL BE; WHEN THE ACCIDENT SITE IS

ANNEX Q

OUTSIDE CORPORATE LIMITS ON A ROADWAY, RAILROAD, OR PUBLIC PROPERTY, THE INCIDENT COMMANDER WILL NORMALLY BE THE SENIOR OKLAHOMA HIGHWAY PATROL (OHP) OFFICER PRESENT.)

Incident Commander responsibilities are:

- (1) Implementing protective actions.
- (2) Location of incident command post.
- (3) Coordinate the actions of all responding agencies.
- (4) Maintain communications with operations command post, the Emergency Operations Center (EOC), if activated, and others as appropriate.
- (5) Notification of the Department of Environmental Quality and other appropriate agencies as soon as reasonably possible.

b. An Operations Chief and other members of the ICS team will be appointed by the Incident Commander as required, and will function in accordance with the established Incident Command System.

2. Oklahoma Department of Environmental Quality.
405-702-6174 or 1-800-522-0206

Provide technical assistance as required.

3. Oklahoma Department of Emergency Management.
405-521-2481 or 1-800-800-2481

a. Coordinate state support as requested by on-scene responders or local EM director.

b. Notifies appropriate state and federal agencies as required.

4. National Response Center. **1-800-424-8802**

a. Notifies all appropriate federal authorities.

b. Maintains contact with all federal agencies that can furnish information, direction, or assistance to on-scene responders.

5. CHEMTREC. **1-800-424-9300**

a. CHEMTREC is a public service of the Chemical Manufacturers

ANNEX Q

Association and provides immediate advice for those at the scene of emergencies, then promptly contacts the shipper/generator of the hazardous materials involved for more detailed assistance and appropriate follow-up.

b. CHEMTREC operates 24 hours a day, seven days a week. Every effort should be made to keep a phone line open so that the shipper/generator can make contact with the on-scene leaders to provide guidance and assistance.

c. CHEMTREC provides advice for fixed site as well as transportation emergencies.

V. DIRECTION AND CONTROL.

A. General.

Primary direction and control rests with the Incident Commander. Each response agency shall maintain control over their personnel and equipment and shall send a liaison to the command post as required.

B. Procedure.

See Appendix 3, this annex for a typical layout for hazardous materials operations.

VI. CONTINUITY OF GOVERNMENT.

See Section VI, Basic Plan.

VII. ADMINISTRATION AND LOGISTICS.

A. Records and forms.

1. The Release Notification form for reporting hazardous materials spills/accidents is found in Appendix 1 to this annex.

2. Information on the Release Notification form is necessary for responders and may also be important during cleanup and reimbursement procedures.

B. Resources.

Agencies with HAZMAT response capabilities and task assignments are responsible for providing and maintaining equipment and supplies necessary for hazardous materials operations.

C. Training.

Local emergency response personnel will attend training as specified in 29 CFR

ANNEX Q

1910.120(q). The Emergency Management Director may coordinate training. However, each agency is responsible for certifying competency and maintaining training records for their own personnel.

D. Post-incident review.

The county EM Director along with others on the LEPC, should conduct a review of plans and procedures within ten days of an incident. This review should be attended by those who were directly involved in the emergency for purposes of identifying plan deficiencies and recommending changes.

VIII. PLAN DEVELOPMENT AND MAINTENANCE.

This annex will be reviewed at least annually. It will be the responsibility of the EM Director, in coordination with others on the LEPC, including fire chiefs, to update and maintain this plan.

IX. AUTHORITIES AND REFERENCES.

A. Authorities. See Section IX, Basic Plan.

B. References.

1. CPG 1-6, "Disaster Operations - A Handbook for Local Governments."
2. NRT-1, "Hazardous Materials Emergency Planning Guide."
3. NRT-1A, "Criteria for Review of Hazardous Materials Emergency Plans."
4. RSPA "Emergency Response Guidebook."
5. PL99-499, TITLE III, Emergency Planning and Community Right-To Know Act of 1986 (EPCRA).
6. Oklahoma Environmental Quality Act.
7. Oklahoma Hazardous Materials Planning and Notification Act.
8. Oklahoma Emergency Response Act.

APPENDIXES

APPENDIX 1 - Hazardous Materials Release Notification

APPENDIX 2 - Federal/State Telephone List/Roster

ANNEX Q

APPENDIX 3 - HAZMAT Operations - Typical Layout

APPENDIX 4 - General Characteristics and Examples of
Hazardous Materials

APPENDIX 5 - Transportation Routes of Hazardous Materials

APPENDIX 6 - Printout of Facilities Filing Tier I or Tier II Reports as Subject to and Reported
to Planning Under EPCRA

ANNEX Q

APPENDIX 1

HAZMAT RELEASE NOTIFICATION

Caller's Name: _____

Caller's Identification: _____
(e.g., Position in organization)

Caller's Telephone Number (Incl Area Code): _____
(Number where someone can be reached for additional information)

Name and Address of Responsible Party: _____
(Facility Owner/Operator
if Fixed Site) _____
(Truck, Rail, or Pipeline Operator
if Transportation Incident) _____

Material(s) Released: _____

Is Released Material on Extremely Hazardous List? Yes ___ No ___ Unk ___

Location of Release: _____

Include Legal Description Below(If Appropriate & Known)

___ 1/4 ___ 1/4 ___ 1/4, Sec. ___ Twp. ___ Rng. ___ County _____

Quantity of Material(s) Released: _____

Released into: (Medium - Air, Water, Soil, etc.) _____

Release - Date _____ Time _____ Duration _____

Any known or anticipated health risks (acute or chronic) associated
with the release: _____

Any medical advice or treatment deemed necessary for any exposed
individuals: _____

Precautions that need to be taken: _____

Additional Information: Injuries ___ Deaths ___ LEPC Notified? _____

DEQ Notified? ___, NRC (800)424-8802 Notified? ___ Other Info _____

Person Receiving Rpt: _____ Date/Time _____ / _____

NOTE: Call Dept of Environmental Quality (405-702-6174 or 800-522-0206) if they have not
already been notified.

ANNEX Q

APPENDIX 2
FEDERAL/STATE TELEPHONE LIST

Any of the numbers below can be called for information, guidance, or assistance.

State Assistance	Phone Number
1. Oklahoma Department of Emergency Management	405-521-2481* Toll Free: 1-800-800-2481*
2. State Department of Environmental Quality (DEQ)	405-702-6100
Hazardous Materials Release (Including Radioactive Materials and/or any Hazardous Wastes)	405-702-6174* Toll Free: 1-800-522-0206*
3. Oklahoma Highway Patrol HQ, OKC	405-424-1616*
4. State Department of Transportation	405-521-2554
5. Oklahoma National Guard	405-228-5000
6. Oklahoma Poison Control Center	405-271-5454* Toll Free: 1-800-222-1222
7. Oklahoma Water Resources Board	405-530-8800
8. Oklahoma Corporation Commission	
Oil & Gas Division	405-521-2301
Pollution Abatement	405-521-2201
Transportation Division	405-521-2251
Railroad Safety	405-521-3407
9. State LP Gas Administration	405-521-2458
10. Oklahoma Department of Wildlife	405-521-4600

* 24 hours a day

Updated June 2003

ANNEX Q

APPENDIX 2

FEDERAL/STATE TELEPHONE LIST (CONT)

Any of the numbers below can be called for information, guidance, or assistance.

Federal Assistance	Phone Number
1. National Response Center a. Center is staffed by Coast Guard personnel. b. Notifies all appropriate federal authorities. c. Maintains contact with all federal agencies that can furnish information, direction, or assistance to on-scene responders.	Toll Free: 1-800-424-8802*
2. US Army Explosive Ordnance Disposal (EOD) Fort Sill, Oklahoma	580-442-2313*
3. Federal Aviation Administration Operations Center Fort Worth, Texas	817-222-5006
4. US Environmental Protection Agency	1-866-372-7745*
5. US Department of Transportation (Enforcement) Federal Railroad Administration	(Night) 1-800-759-7243 page #805 7850 817-862-2200
6. US Department of Energy Radiological Assistance Team Region #4 Emergency Operations Center Radiation Emg. Assistance Center/Trng. Site (REAC/TS) (FOR MEDICAL INFORMATION ON EFFECTS OF RADIATION EXPOSURE)	505-845-4667* 202-586-8100* 865-576-3131 865-576-1005*
7. Nuclear Regulatory Commission Operations Center Region IV - Arlington, TX	301-816-5100* 817-860-8100*
<u>Private Assistance</u> CHEMTREC (Operated by Chemical Manufacturers Assn.)	800-424-9300*

Provides immediate advice to emergency responders on fixed-site as well as transportation emergencies. CHEMTREC contacts shipper/ producer of the hazardous material(s) involved in the emergency for more detailed assistance and appropriate follow-up. CHEMTREC also maintains contact with the Chlorine Institute for access to the Chlorine Emergency Plan (CHLORREP) and with the Pesticide Safety Team Network (PSTN) operated by the National Agricultural Chemical Association.

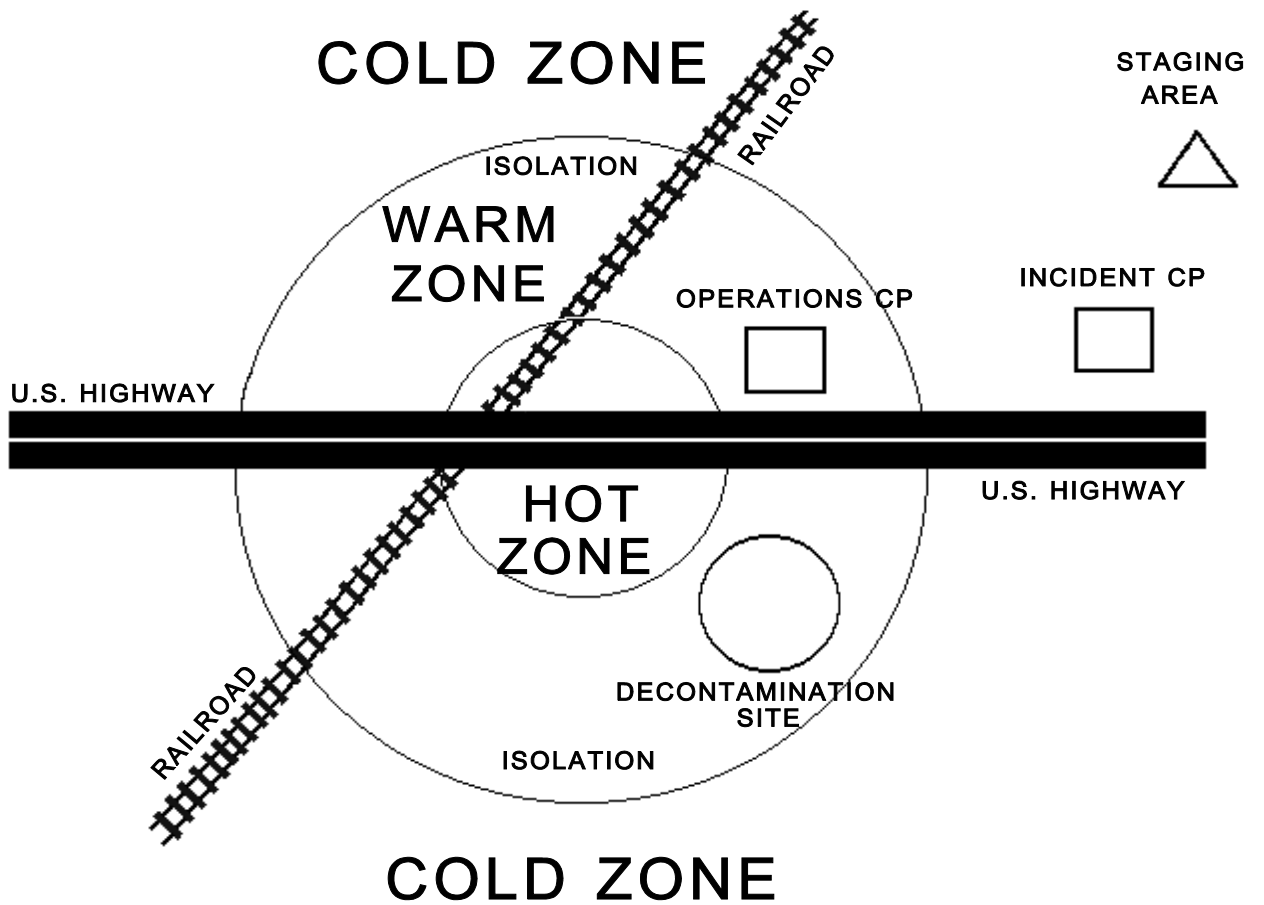
* 24 hours a day

Updated June 2003

ANNEX Q

APPENDIX 3

HAZMAT OPERATIONS
(Typical Site Layout)



ANNEX Q

APPENDIX 4 General Characteristics and Examples of Hazardous Materials

HAZARDOUS MATERIAL: "any substance or material in any form or quantity which poses an unreasonable risk to safety and health and to property when transported in commerce."

U.S. Classes and Divisions Based on UN System	U.S. Classes Pre January 1991	Examples of Materials by U.S. Classes and Division	General Hazard Properties (Not All Inclusive)
Class 1			
Division 1.1 - Explosive with mass explosion hazard	Class A Explosive	Dynamite, TNT, Black Powder	Explosive; exposure to heat, shock, or contamination could result in thermal and
Division 1.2 - Explosive with projection hazard	Class A Explosive/ Class B Explosive	mechanical hazards	
Division 1.3 - Explosive with fire, minor blast or minor projection hazard	Class B Explosive	Propellant Explosives, Rocket Motors, Special Fireworks	
Division 1.4 - Explosive device with minor explosion hazard	Class C Explosive	Common Fireworks, Small Arms Ammunition	
Division 1.5 - Very insensitive explosives	Blasting Agent	Ammonium Nitrate-Fuel Oil Mixtures	
Division 1.6 - Extremely insensitive explosives			
Class 2			
Division 2.1 (Flammable Gas)	Flammable Gas	Propane, Butadiene (inhibited) Acetylene, Methyl Chloride	Under pressure; container may rupture violently (fire and non-fire); may be a flammable, poisonous, a corrosive, an asphyxiant and/or an oxidizer, may cause frost-bite
Division 2.2 (Nonflammable, Non-poisonous Gas)	Nonflammable Gas	Carbon Dioxide, Anhydrous Ammonia	
Division 2.3 (Poisonous Gas)	Poison A	Arsine, Phosgene, Chlorine Methyl Bromide	
Class 3			
Flammable Liquid	Flammable-Liquid	Acetone, Amyl Acetate, Gasoline Methyl Alcohol, Toluene	Flammable; container may rupture violently from heat/fire; may be corrosive toxic, and/or thermally unstable
Combustible Liquid	Combustible Liquid	Fuel Oils	
Class 4			
Division 4.1 (Flammable Solid)	Flammable Solid	Nitrocellulose, Magnesium Ribbon Phosphorus, Pyrophoric Liquids and Solids Calcium Carbide, Potassium, Sodium	Flammable, some spontaneously, may be water reactive, toxic, and/or corrosive; may be extremely difficult to extinguish.
Division 4.2 (Spontaneously Combustible material)	Flammable Solid and Liquid		
Division 4.3 (Dangerous When Wet Material)	Flammable Solid and Liquid		
Class 5			
Division 5.1 (Oxidizer)	Oxidizer	Ammonium Nitrate Fertilizer Dibenzoyl Peroxide, Peroxyacetic Acid, Diacetal Peroxide Solution	Supplies oxygen to support combustion; sensitive to heat shock, friction, and/or contamination.
Division 5.2 (Organic Peroxide)	Organic Peroxide		
Class 6			
Division 6.1 (Poisonous Material)	Poison B Irritant ORM-A	Aniline, Arsenic Tear Gas Carbon Tetrachloride	Toxic by inhalation, ingestion, and skin and eye absorption; may be flammable.
Division 6.2 (Infectious Substance)	Etiologic Agent	Anthrax, Botulism, Rabies, Tetanus	
Class 7			
Radioactive Material	Radioactive Material	Cobalt, Uranium Hexafluoride	May cause burns and biologic effects energy and matter
Class 8			
Corrosive Material	Corrosive Material	Hydrochloric Acid, Sulfuric Acid, Sodium Hydroxide, Nitric Acid Hydrogen Fluoride Unslaked Lime, Metallic Mercury	Disintegration of contacted tissues; may be fuming, water reactive.
Class 9			
Miscellaneous Hazardous Material	ORM-C ORM-E	Dry Ice, Molten Sulfur Adipic Acid, PCBs	
ORM-D	ORM-D	Consumer commodities	

Changes to 49 CFR parts 171-179 found in *Federal Register*, Vol. 55, No. 246, Friday, December 21, 1990

ANNEX Q

APPENDIX 5

TRANSPORTATION ROUTES OF HAZARDOUS MATERIALS

No area of the county is exempt from being or becoming involved as a route for transportation of hazardous materials.

Maps on the locations of pipelines within the county and reports are filed with the Corporation Commission by the various corporations and companies. These are updated annually with the revision published by the Corporation Commission and distributed to all political subdivisions.

The official State of Oklahoma Road Map portrays federal and state highways, airports (public and private), and railroads which are all possible routes for the transport/delivery of hazardous materials. Maps of county roads are available at the county courthouse and the state Department of Transportation.

ANNEX Q

APPENDIX 6

PRINTOUT OF FACILITIES FILING TIER I OR TIER II
REPORTS AND REPORTED AS SUBJECT TO PLANNING
UNDER EPCRA

The following list (see attached pages) contains names of facilities, addresses, city/town, emergency contact, phone number, 24 hour emergency phone number, and date of last report to the Department of Environmental Quality (DEQ) for facilities that store, use or handle Extremely Hazardous Materials and Hazardous Materials in reportable quantities in the county. Facilities having or using sufficient quantities of Extremely Hazardous Substances (EHS) to be required by EPCRA to participate in the LEPC planning process are indicated by ATrue@ in the EHS update column.

This list can be obtained from

**Tom Bergman, DEQ, Customer Service,
707 North Robinson,
Oklahoma City, OK 73102
(405) 702-1013.**

ANNEX R

TERRORISM PREPAREDNESS

I. PURPOSE.

This annex provides basic guidance for dealing with the mitigation of, preparedness for, response to, and recovery from any act of terrorism within the State of Oklahoma and specifically within the county.

II. SITUATION AND ASSUMPTIONS.

A. Situation.

1. The county has many potential terrorist targets. An attack on any of these targets has the potential for disrupting the community, causing major damage, and creating mass casualty situations.

2. Potential acts of terrorism which could occur in or around the county include but are not limited to political or industrial kidnapping, destruction of power and water plants, injecting communication viruses, air contamination, dam failure, fixed Hazardous Material (HAZMAT) facility destruction, highway HAZMAT incident, rural or urban fires and radiological incidents.

B. Assumptions.

1. As long as individuals or groups are dissatisfied with the activities of governments or religious organizations, they may commit terrorist acts to gain attention for their cause(s). These acts will target the innocent and will most often have a devastating effect on the community.

2. It is possible to prevent terrorists from being successful by promoting public awareness, training key personnel, and minimizing the effects of terrorist acts by recognizing the potential; then, taking necessary actions to safeguard the community.

III. CONCEPT OF OPERATIONS.

A. General.

In order to protect the communities from acts of terrorism, the County Emergency Manager, in conjunction with the County and City/Town Policy Groups must conduct a vulnerability analysis of all facilities, public and private. After identifying possible targets and their relationship to the community's day to day activities; it will then be possible to take measures to protect them.

ANNEX R

B. Training.

1. Public awareness and training are key in the prevention of terrorism. Americans are creatures of habit and as such are easy targets for acts of terrorism. Anti-terrorism symposiums are necessary to alert the public that the threat is real. Minor adjustments to individual habits and lifestyles can play a major role in the prevention of terrorists acts.

2. Revision of departmental Standard Operating Procedures (SOPs) to incorporate anti-terrorism activities into mitigation, preparedness, response, and recovery operations.

3. Assist the private sector in preparing and conducting anti-terrorism training seminars for their employees, installations, and daily activities.

C. Exercises.

Policy groups and private sector leaders, with the assistance of the emergency managers, should conduct exercises as often as is deemed necessary to insure the following:

1. Existing SOPs are valid and workable and weaknesses have been identified and corrected.

2. Everyone understands their role and can accomplish what is expected of them.

3. All necessary safeguards are in place and all supporting activities have been properly identified and coordinated.

4. Everyone understands there is a potential for terrorist activity and they are prepared to cope with it.

IV. TASK ORGANIZATION AND RESPONSIBILITIES.

A. General.

Local Law Enforcement and Fire Service organizations have the lead responsibility for terrorism preparedness, response, and recovery activities. The Oklahoma State Bureau of Investigation (OSBI) is the primary state coordinating agency. Crime prevention and enforcement, and search and rescue operations are an extension of normal duties in terrorist situations.

B. Task Assignments and Responsibilities.

1. Emergency Management Director is responsible for:

ANNEX R

- a. Conducting and coordinating the assessment of the terrorism threat within the county and its cities/towns which includes identification of key assets (see attached list of facilities/assets and points of contact in Appendix 2).
- b. Developing overall anti-terrorism awareness and prevention program and coordinating program implementation with local Policy Groups.
- c. Coordinating and developing anti-terrorism awareness training programs with all agencies and departments with identified responsibilities.
- d. Identify special considerations which apply to biological, chemical, radiological, and other areas that have unique activities.
- e. Initiating scheduling and contracting training symposium facilities and facilitator per instructions of the Policy Groups.
- f. Coordinating with local school administrators to insure plans and procedures are in place to protect staff, faculty, students and visitors are prepared for and protected during natural and man-made emergencies and disasters (see attached school procedures in Appendix 3).

2. County Sheriff/Local Police are responsible for:

- a. Coordinating and assisting the Emergency Management Director in conducting the overall terrorism threat assessment with the county and identify key assets from a crime prevention stand point.
- b. Making recommendations concerning access to facilities, security within site locations, and evacuation procedures.
- c. Assisting in the development of the security and crime prevention portions of the training program.
- d. Coordinating with other agencies/departments concerning response activities and responsibilities in the event of an attack.

3. Fire Department is responsible for:

- a. Coordinating and assisting the Emergency Management Director in conducting the threat assessment with the county and identify key assets from an arson/fire suppression prevention standpoint.
- b. Making recommendations concerning the evacuation plans, evacuation of facilities, safety and fire fighting equipment positioning.
- c. Assisting in the development of the fire prevention, warning

ANNEX R

procedures, and search and rescue portions of the training program.

d. Coordinating with other agencies/departments concerning response activities and responsibilities in the event of an attack.

e. Assisting the Emergency Manager in the development and conduct of public and private sector safety and on site first aid training.

4. County Maintenance/Public Works Department is responsible for:

a. Coordinating and assisting the Emergency Management Director in conducting the vulnerability assessment of key assets with the county.

b. Turning off electric and gas service if needed.

c. Debris clearance.

d. Providing engineering advice.

e. Maintaining roads and bridges.

f. Assisting with damage assessment of public property.

g. Assisting in radiological and biochemical decontamination operations.

5. County Health Department will:

a. Coordinate emergency hospital services with area hospitals and nursing facilities.

b. Provide victim identification and evacuation of the dead and injured.

c. Arrange for temporary mortuary services.

d. Investigate sanitation conditions and establishing safe standards for emergency shelter or disaster relief operations.

e. Inspect food and water supplies.

f. Coordinate medical support and epidemic control.

6. DHS County Office, when committed, is responsible for:

a. Providing provisions/funds for emergency aid.

b. Coordination with the Red Cross and other related agencies.

ANNEX R

7. National Guard, when committed, is responsible for assisting in:
 - a. Radiological protection.
 - b. Law enforcement and traffic control.
 - c. Search and rescue operations.
 - d. Providing military engineer support and assistance in debris clearance.
 - e. Providing logistical support with supply, transportation, maintenance, and food service support.
 - f. Providing communication support.
8. State and Federal Support is responsible for:
 - a. Public welfare assistance.
 - b. Resources.
 - c. Law enforcement.
 - d. Health and medical.
 - e. Debris clearance.
 - f. Public information and education.
9. American Red Cross, when committed, is responsible for:
 - a. Providing reception, care, food, lodging and welfare assistance throughout the county.
 - b. Coordinating all personnel relief activities for any type disaster.
 - c. Operating shelters for disaster relief.
 - d. Providing damage assessment of private property.
 - e. Providing First Aid Support and blood supply to disaster relief medical operations.
 - f. Providing counseling service.

ANNEX R

10. Salvation Army is responsible for:
 - a. Supporting shelter/congregate care operations.
 - b. Providing field canteens.
 - c. Providing counseling service.
 - d. See Section IV, Basic Plan.

11. Ministerial Alliance/Church Volunteer Groups are responsible for:
 - a. Assisting with lodging, feeding and welfare operations in support of disaster relief or relocation.
 - b. Assisting with reconstruction efforts.
 - c. Providing volunteer manpower.
 - d. Providing counseling service.

12. Medical Service Providers are responsible for:
 - a. Emergency medical care for disaster victims.
 - b. Health care.
 - c. Crisis counseling.

V. DIRECTION AND CONTROL.

A. In the event of a terrorist attack, the Emergency Management Director will report to and activate the EOC, notify the Policy Group, and call in the Coordinating Group, and Operating Staff. The Emergency Management Director will notify the State EOC Duty Officer of the incident.

B. The Sheriff, or his representative, will report to the EOC. Law enforcement personnel will report to the incident location and immediately perform required law enforcement tasks in accordance with applicable standard operating procedures.

C. The Fire Chief, or his representative, will report to the EOC. The Fire Chief, or his representative, will establish an Incident Command Post and begin Search and Rescue, and Fire Suppression operations.

D. The County Maintenance Foreman/Public Works Director will report to the EOC and initiate action to have any gas lines or electrical power shut down as reported by the Incident

ANNEX R

Commander.

E. The County Health Director, or his representative will report to the EOC and alert medical care facilities.

VI. CONTINUITY OF GOVERNMENT.

See Section VI, Basic Plan

VII. ADMINISTRATION AND LOGISTICS.

A. Emergency Authority.

See Section VII, Basic Plan

B. Passes.

In the event of a terrorist attack within the county, the pass system described in Annex I will be employed for operational, safety and security reasons.

C. Reports and Records.

Operational records and reports will be compiled as deemed necessary by the Policy Group and their safeguard shall be the responsibility of the Emergency Manager.

VIII. PLAN DEVELOPMENT AND MAINTENANCE.

A. The contents of this annex must be known and understood by those people responsible for its implementation. The County EM Director is responsible for briefing staff members and county officials concerning their role in emergency management and the contents of this annex.

B. The Policy Group will ensure an annual review of this annex is conducted by all officials involved in its execution. The EM Director will coordinate this review and distribute changes to the annex.

APPENDIX

APPENDIX 1 - Bomb Threat Checklist

APPENDIX 2 – Critical Facilities/Assets

APPENDIX 3 – School Emergency Standard Operating Instructions

ANNEX R

APPENDIX 1 TO ANNEX R BOMB THREAT CHECKLIST

1. Keep the caller on the phone as long as possible.
2. Write down the contents of the conversation.
3. Have another person call the Sheriff at _____ - _____.
4. Do not hang up the receiver of your phone.
5. Notify your supervisor or employer.
6. Time: _____ Date: _____
7. Caller's Exact Words:

QUESTIONS YOU SHOULD ASK:

- a. When is the bomb going to explode?
- b. What is the location of the bomb?
- c. What does the bomb look like?
- d. What kind of bomb is it?
- e. Why did you place the bomb?
- f. Where are you calling from?
- g. What is your phone number?

Describe the caller's voice: Check all that apply.

Loud ___ Low Pitch ___ Fast ___ Soft ___ High Pitch

Slow ___ Deep ___ Distinct ___ Pleasant ___ Distorted

Intoxicated ___ Disguised ___ Stuttered ___ Nasal

Language Excellent ___ Good ___ Fair ___ Tapped

ANNEX R

APPENDIX 2 – CRITICAL FACILITIES/ASSETS

May be Sensitive Information –

ANNEX R

APPENDIX 3 – SCHOOL EMERGENCY STANDARD OPERATING INSTRUCTIONS